
CONCERNING BEHAVIOR RESPONSE GUIDE



TEXAS A&M UNIVERSITY
Division of
Student Affairs

NOVEMBER 2020

HELP

STUDENTS IN DISTRESS

This guide serves as a resource for those who are interacting with students in distress and provides contact information if students need additional assistance. Contact the Dean of Faculties or Human Resources regarding concerning behavior on the part of faculty or staff, respectively.

Adapted from material provided by Counseling & Psychological Services

RECOGNIZE THE PROBLEM

- Tardiness or excessive absences
- Repetitive excuses
- Recurrence of addressed concerns
- Classroom disruptions
- Disclosure of sexual assault, harassment, dating violence, domestic violence, or stalking
- Sudden or extreme changes in behavior
- Threatening behavior
- Disclosure of suicidal/homicidal thoughts

WHAT TO DO

Talk to the student in private and allow plenty of time, and/or communicate care for the student's well-being.

If you do not feel comfortable addressing all concerns, refer the student to Counseling & Psychological Services (CAPS).

Refer the student to the office location or online for an appointment at caps.tamu.edu.

Crisis related services are available Monday-Friday 9 a.m. to 4 p.m.

If you have concerns about a student you have already tried to help, consult with Student Assistance Services or Counseling & Psychological Services.

CRISIS SITUATIONS

IF A STUDENT EXHIBITS BEHAVIOR THAT YOU FEEL INDICATES IMMEDIATE DANGER TO SELF OR SOMEONE ELSE, CALL 911.

For URGENT but NON-CRISIS situations during working hours, please call CAPS at (979) 845-4427. After working hours, call the Helpline at (979) 845-2700.

HELPFUL CONTACTS

AGGIE HONOR CODE

aggiehonor.tamu.edu | (979) 458-3378

CIVIL RIGHTS AND EQUITY INVESTIGATIONS

urc.tamu.edu | (979) 458-8407

COUNSELING & PSYCHOLOGICAL SERVICES

caps.tamu.edu | (979) 845-4427

HELPLINE | CRISIS HOTLINE

After hours or after 5 p.m.
caps.tamu.edu | (979) 845-2700

DEAN OF FACULTIES

dof.tamu.edu | (979) 845-4274

DISABILITY RESOURCES

disability.tamu.edu | (979) 845-1637

OFFICES OF THE DEAN OF STUDENT LIFE

studentlife.tamu.edu | (979) 845-3111

OFFICE FOR STUDENT SUCCESS

studentsuccess.tamu.edu | (979) 458-6111

RESIDENCE LIFE

reslife.tamu.edu | (979) 862-3158

STUDENT ASSISTANCE SERVICES

sas.tamu.edu | (979) 845-3113

STUDENT HEALTH SERVICES

shs.tamu.edu | (979) 458-8316

STUDENT RULES

student-rules.tamu.edu | (979) 845-3111

UNIVERSITY POLICE DEPARTMENT

upd.tamu.edu | (979) 845-2345

WORK/LIFE SOLUTIONS PROGRAM BY GUIDANCERESOURCES®

employees.tamu.edu/eap

For general questions or consultation, please call the Offices of the Dean of Student Life at (979) 845-3111.

THREATENING/CONCERNING BEHAVIOR

If you see or are dealing with threatening behavior or other unusual situations in which individuals appear extremely aggressive, contact:

UNIVERSITY POLICE DEPARTMENT

EMERGENCY

911

NON-EMERGENCY

(979) 845-2345 | upd.tamu.edu

TELL SOMEBODY/SPECIAL SITUATIONS TEAM

(for non-emergency)

For behavior that is concerning and should be brought to the attention of the Special Situations Team, you may fill out a report at tellsomebody.tamu.edu.

STUDENT BEHAVIOR

Offices of the Dean of Student Life | (979) 845-3111

STAFF BEHAVIOR

Human Resources | (979) 845-3711

FACULTY BEHAVIOR

Dean of Faculties | (979) 845-4274

Phone assistance is only available during work hours.

STUDENTS IN DISTRESS

COUNSELING

If you are assisting a student who is experiencing a mental health crisis, or needs to speak to someone, contact:

COUNSELING & PSYCHOLOGICAL SERVICES

8 a.m. to 5 p.m. Monday - Friday

Phone: (979) 845-4427

Helpline: (979) 845-2700 (after business hours)

caps.tamu.edu

DISABILITY

If you are assisting a student with a disability who needs additional help, contact:

DISABILITY RESOURCES

8 a.m. - 5 p.m. Monday - Friday

Phone: (979) 845-1637

disability.tamu.edu

INJURY OR ILLNESS

For medical emergencies call 911 from a campus phone, or 911 from an off-campus phone or a cell phone. If a student is feeling ill, advise student to set up an appointment online or by phone at:

STUDENT HEALTH SERVICES

Location: A.P. Beutel Health Center | 8 a.m. to 5 p.m.

Houston Street - Across from All Faiths Chapel

Monday - Friday

Appointments: (979) 458-8250

Dial-a-Nurse: (979) 458-8379

24-Hour Patient Portal: shs.tamu.edu/appointments

HARASSMENT & DISCRIMINATION INCLUDING SEXUAL MISCONDUCT

Texas A&M University strives to maintain a work and educational environment free from discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

WHERE ON CAMPUS TO DIRECT COMPLAINTS

The Department of Civil Rights and Equity Investigations is charged with the investigation and resolution of alleged violations of Texas A&M University's civil rights policies, including Title IX.

JENNIFER SMITH, JD

Assistant Vice President and Title IX Coordinator

civilrights@tamu.edu | 979.458.8407

Medical Sciences Library, Suite 007

TitleIX.tamu.edu

REPORTING ONLINE & ANONYMOUS REPORTING

To report concerning behavior, including harassment and discrimination, you may fill out a form at tellsomebody.tamu.edu. The Department of Civil Rights and Equity Investigations reviews reports to determine appropriate action. You may share your contact information or submit the report anonymously. Depending on the amount of information disclosed, the university's ability to investigate and respond to the report may be limited. NOTE: Confidentiality cannot be guaranteed for reports submitted through this site. State law determines confidentiality.

REPORTING INCIDENTS OF HATE/BIAS

Individuals may use the online report form found at stophate.tamu.edu to report hate/bias incidents.

A professional team reviews reports to determine necessary action. You may share your contact information or submit the report anonymously. Depending on the amount of information disclosed, the university's ability to respond to the report may be limited. NOTE: Confidentiality cannot be guaranteed for reports submitted through this site. State law determines confidentiality.



FAQS

FREQUENTLY ASKED QUESTIONS

How should I respond when classroom disruption occurs and/or a student exhibits persistent disruption?

A number of factors influence the response to disruptive behavior. The Student Rules outline some guidelines for faculty to use as appropriate. These guidelines do not constitute a fixed procedure; they should be pursued according to your assessment of the situation.

Student Rule 21.2.1 states, "The instructor responsible for the class or activity where the alleged disruptive behavior occurred will inform the student that his/her behavior has been inappropriate. The instructor will describe to the student specific needed changes in the student's behavior. The student will be provided an opportunity to modify his/ her behavior in accordance with the changes identified. The instructor will provide the student with a written, dated summary of his/her discussion with the student, and the instructor will retain a file copy of this summary." Involve others as appropriate.

Even when there is no threat to harm, it may be helpful to report this behavior to your department chair or supervisor. It is important to report concerning behavior for continued monitoring of the student not only in your classroom but throughout campus.

Behavior of concern may also be reported at tellsomebody.tamu.edu.

I haven't seen the student in a few weeks. What can I do?

Student Rule 7.7 states, "Whenever a student is absent for unknown reasons for an extended period of time, the instructor may initiate a check on the welfare of the student by reporting through the head of the student's major department to the dean of the student's college."

Faculty or staff can contact Student Assistance Services at (979) 845-3113 to assist in conducting a welfare check on a student.

How should I report a concern that came from a private conversation with a student?

If the concern involves threat of harm to self or others, contact UPD if it is an emergency or, in non-crisis situations, report it to the Special Situations Team through the tellsomebody.tamu.edu website.

Please remember, when alleged or suspected discrimination, sexual harassment (including sexual violence), or retaliation is experienced or observed

by or made known to an employee, the employee is responsible for reporting that information to the official university contact. Even when there is no threat of harm, it is suggested you involve others when a conversation or interaction with a student causes concern. You may find it helpful to discuss this with your department head or supervisor.

See previous page for information on where to get assistance.

Can I submit an anonymous report regarding concerning behavior?

You have the option to submit an anonymous report online (tellsomebody.tamu.edu) or via telephone. However, this type of reporting may limit or prolong the process of finding a solution or helping the individual. The Special Situations Team cannot guarantee a report will remain confidential. State law determines confidentiality.

Will someone notify me of the outcome regarding my report/ referral?

Depending on the nature of the report/referral, Student Assistance Services or a staff member from the Offices of the Dean of Student Life may contact you to verify report details or to discuss the incident.

I believe that the student's behavior might be a violation of our student rules. What can I do?

Submit a Campus Community Incident Report (CCIR) through the Student Conduct Office. More information can be obtained at studentlife.tamu.edu/sco.

A student came to me requesting assistance with the fact that her baby's due date is midway through the semester. How do I accommodate her?

The Dear Colleague letter from the Office of Civil Rights (June 25, 2013) states, "It is illegal under Title IX for schools to exclude pregnant students from participating in any part of an educational program, including extracurricular activities...When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began."

Seek consultation from your department chair or supervisor. The Title IX coordinator is also available for consultation at (979) 458-8407.



REPORT WITH ONE CLICK

You can also submit reports through the TAMU Mobile App. Click on the "Report a Concern" icon.

This publication is a collaboration between the Texas A&M University Special Situations Team and the Division of Student Affairs.

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