Staff & Faculty Guide
Responding to Students Behavior Concerns
This guide is designed to provide a summary and brief guidance to staff and faculty who may encounter disconcerting student behavior. While it is impossible to cover every potential situation, this guide will help you recognize and respond effectively to a range of behaviors.

**INTRODUCTION & RESPONSE TO THE 3-D’S**

**DISTRESSED BEHAVIOR**

Distressed behavior is an action or combination of actions by an individual that indicates that the student is struggling emotionally and/or cognitively. These actions may accompany actual or perceived stressors and traumatic events. Behavior will likely subside when the stressor is removed or addressed. Persistent displays of distressed behavior may indicate underlying mental health concerns. Distressed behaviors may be a result of life issues such as loss of job, poor academic performance, financial issues or family issues.

*Examples of Distressed Behavior* include, but are not limited to the student appearing:

- Depressed
- Upset
- Overwhelmed
- Confused
- Stressed
- Anxious
- Distracted/preoccupied

**HOW TO RESPOND**

Response to *distressed behavior* is important to help link students with available resources and respond to issues before they become more serious. Immediate response to disruptive or disturbing behavior is critical. *If the behavior poses a threat or if the person is physically or verbally abusive then Sinclair Police should be contacted immediately* and a report should be submitted to the Behavior Intervention Team and/or the Director of Student Affairs.
**Disruptive Behavior**

Disruptive behavior is an action or combination of actions by an individual that willfully uses violence, force, coercion, threats, intimidation, or fear to obstruct, disrupt, or prevent the normal operations of the college. This behavior can interfere with the rights of others to participate in the classroom, campus activities, programs, or services and prevents faculty and staff from carrying out their professional responsibilities.

*Examples of Disruptive Behavior* include, but are not limited to:

- Evidence of drug or alcohol abuse or behavior that suggests the person is high or drunk in class
- Exhibiting erratic, irrational behavior
- Interrupting the educational process by:
  - Repeatedly making loud and distracting noises after being warned
  - Persistently speaking without being recognized
  - Constantly challenging the professor
  - Frequently leaving and entering the classroom without authorization
- Physically or verbally threatening, confronting, or insulting the faculty member or other students

**How to Respond**

In most instances of *disruptive behavior*, it is appropriate to request that the student talk with you in private. If you have concerns about safety, ask a colleague, department chairperson, supervisor, or Sinclair police officer to be present for the conversation. It is important to deal with the behavior in a calm, courteous, and direct fashion before it escalates. When meeting with the student, explain why this type of behavior is inappropriate, stress behavioral expectations, and warn the student that further occurrences may result in disciplinary action. If the situation does not improve, the student should be given a verbal and written warning regarding consequences of continued behavior. The written warning should be copied to your department chairperson and the Director of Student Affairs. The student is entitled to see this documentation.

If the disruptive behavior continues, the student may be asked to leave the class. Explain to the student why they have been asked to leave, give them the opportunity to discuss it, and refer them to Judicial Affairs. You may call Sinclair Police to remove the student if necessary. Please note that students cannot be permanently removed from class without a formal review.

To report a behavioral incident or to obtain an electronic copy of this guide,

Go to: *our.sinclair*

Click on: *Tools*

Go to: *Student Behavior/Conduct*
Disturbed Behavior

Disturbed behavior may include distressed and/or disruptive behaviors indicating more serious underlying issues. This may cause faculty or staff to be concerned, alarmed, or afraid because of the negative impact on that student, other students, the professor’s ability to teach, or a staff member’s ability to perform professional responsibilities.

Examples of Disturbed Behavior include, but are not limited to:
- Joking or comments about committing suicide/homicide
- Withdraws from others
- Writing that appears disjointed and fragmented or implies the student cannot maintain a logical thought process
- Loss of interest in school, irregular attendance or failing to complete assignments
- Reports feeling or feels helpless or hopeless
- Continuously argumentative, easily irritated, or excessively worried
- Makes threats
- Reveals previous acts of violence or disturbing behavior

How to Respond

In cases where students appear disturbed, it is critical to notify the Sinclair Police and/or Behavior Intervention Team or other trained professionals on campus. Please see the Resources and Referrals section for more information about these campus services.
The Behavioral Intervention Team (BIT) serves as a multidisciplinary consultation team organized to respond to student behaviors and concerns that may significantly affect the educational mission and/or operation of Sinclair Community College. The purpose of the group is to provide an immediate and effective response to serious student behavior concerns. The BIT utilizes a group consultation approach to provide multiple perspectives on any given student case. Behaviors warranting attention will be shared among the team at their regular meetings or, in acute cases, the team will meet as a result of a specific incident or series of incidents.

**Response Protocol**

1. BIT reviews cases (situations or incidents) of student behavior concerns that may pose a threat to the student, others, the college community, or college operations.
2. BIT members will assess the situation and gather more information as appropriate.
3. BIT members will consult with any number of resources such as the student in question, other students, staff, faculty, Attorney General’s office, and/or other community resources as necessary to respond appropriately.
4. BIT members will develop and coordinate a response that is consistent with the college’s mission, strategic priorities, associated policies and procedures as well as local, state, and federal laws.

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Ombudsman/Student Advocate
The Ombudsman provides assistance to the students who indicate they have problems, issues or concerns that need resolution. The Ombudsman can:
- Listen carefully and answer questions
- Investigate complaints or problems
- Make the appropriate referral
- Mediate a resolution
- Navigate through academic barriers

Student Judicial Affairs
Student Judicial Affairs is a resource for faculty and staff to refer students whose behavior violates the Student Code of Conduct and those students who have a need to learn more about their rights and responsibilities.

Sinclair Police
Sinclair Police is available for immediate response to an emergency such as:
- Threatening behavior that disrupts the educational process
- Hostile, abusive, aggressive behavior, extreme emotional outbursts, or uncontrollable anger
- Articulated threats to harm self or others
- Unusual speech patterns (slurring, incoherent, or rambling) or disoriented behavior

Center for Student Success
Center for Student Success offers individual counseling, workshops, educational programming, outreach services, support groups, chat rooms, and referrals.
Services include:
- Individual counseling sessions to assist the student with academic and personal concerns
- Workshops, support groups, and programs which address issues of personal enrichment, time management, stress management, coping with fears and anxiety, study skills, alcohol and drug abuse, goal setting, entry/re-entry to work world, career decision making, values clarification, and family/relationships
- A comprehensive community referral system to direct students to off-campus agencies for additional assistance
- All counseling services are free, confidential, and available on a walk-in basis or by appointment.

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Click on: Tools
Go to: Student Behavior/Conduct
Campus Referrals & Resources

Center for Student Success ....................... (937) 512-3032
Behavioral Intervention Team .................. (937) 512-2291
Disability Services ................................. (937) 512-5113
Ombudsman/Student Advocate ................. (937) 512-2205
Sinclair Police ..................................... (937) 512-2700
Student Affairs .................................... (937) 512-2291

Student Behavior & Conduct Reporting Forms

Behavior Intervention Team (BIT)
Use the BIT form to report student(s) who may be exhibiting concerning behavior which could include, threatening, distressing disruptive and/or disturbing inside or outside of the classroom setting.

Student Code of Conduct
Use the Student Code on Conduct form to report behaviors violating the Student Code of Conduct, whether these behaviors/violations occur inside or outside of the classroom setting.

Ombudsman
Use the Ombudsman form to request assistance from the Ombudsman.

All three reporting forms can be found on the web in the following locations:
http://www.sinclair.edu/student/judicial
http://www.sinclair.edu/support/advocate
http://www.sinclair.edu/about/offices/police/bit
our.sinclair.edu

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Click on: Tools
Select: Student Behavior/Conduct
<table>
<thead>
<tr>
<th>Appropriate Referral(s)</th>
<th>Sinclair Police 512-2700</th>
<th>Student Judicial Affairs 512-2291</th>
<th>Ombudsman/Student Advocate 512-2205</th>
<th>Chairperson/Program Coordinator</th>
<th>Center for Student Success 512-3032</th>
<th>Disability Services 512-5113</th>
<th>Behavioral Intervention Team 512-2291</th>
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<tbody>
<tr>
<td>Working with a student who:</td>
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<td>Possess an immediate threat to self or others.</td>
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<td>Writes or verbalizes a direct threat to another person.</td>
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<td>Displays anger or hostility inappropriately.</td>
<td>✓ ✓ ✓</td>
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<td>Talks about homicide.</td>
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<td>Talks about suicide.</td>
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<td>Exhibits behavior that is bizarre or out of touch with reality.</td>
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<td>✓</td>
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<td>Is a victim of a sexual assault.</td>
<td>✓ ✓</td>
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<td>Seems overly emotional, e.g., aggressive, depressed, demanding, suspicious.</td>
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<td>✓ ✓</td>
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<td>Continuously disrupts class and refuses to stop.</td>
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<td>Shows signs of alcohol or drug abuse and comes to class intoxicated.</td>
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<td>Is having difficulty due to illness or death of a family member or friend.</td>
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<td>Appears to have a learning problem/disability and may need evaluation.</td>
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<td>Suspected of cheating.</td>
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<td>Damages personal or Sinclair's property.</td>
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<td>Displays characteristics of being distressed.</td>
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<td>✓</td>
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