

QUICK REFERENCE GUIDE FOR HELPING STUDENTS

TAKE IMMEDIATE ACTION

IF A STUDENT . . .

- Threatens to injure, harm, kill, or risk the safety of self or others
- Reports or initiates a campus threat
- Refuses to leave classroom/office/building after being asked to leave

Office of Public Safety (OPS)
(309) 298-1949

IF A STUDENT . . .

- Behaves significantly out of character
- Behaves in a way that causes alarm
- Displays unhealthy or dangerous patterns of behavior

REPORT BEHAVIOR OF CONCERN

Student Development Office (SDO) (309) 298-1884	Office of Public Safety (OPS) (309) 298-1949
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CONSULT FOR GUIDANCE OR ADVICE

- Appears to be out of touch with reality
- Reports depression, anxiety, or other mental health concerns

Beu Health Center
(309) 298-1888

University Counseling Center (UCC) (309) 298-2453	Student Development Office (SDO) (309) 298-1884
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- Reports having been a victim of stalking, dating/domestic violence, or sexual assault

Title IX Coordinator
(309) 298-1977

Student Development Office (SDO)
(309) 298-1884

- Exhibits inappropriate behavior
- Reports feeling overwhelmed by family or personal emergency
- Seems overwhelmed by a problem that could affect University attendance
- Is not attending class for an extended period of time

Disability Resource Center (DRC)
(309) 298-2512

- Having academic difficulty due to physical, physiological, or learning disability
- Indicates a need for disability accommodations

Office of Public Safety (OPS)
(309) 298-1949

- Reports having been a victim of a crime
- Reports having been subjected to hazing
- Exhibits behavior that deliberately interferes with instruction or office procedures

Office of Equal Opportunity & Access (EOA)
(309) 298-1977

Office of Public Safety (OPS)
(309) 298-1949



**888-1-298-1884 (606)
DEVELOPMENT OFFICE**

**IF YOU'RE NOT SURE
WHERE TO START,
CONTACT
STUDENT
DEVELOPMENT OFFICE**

DIAL 911

OR

(309) 298-1949

**OFFICE OF PUBLIC SAFETY:
CALL
EMERGENCY SITUATION,**

RESOURCE LIST

SAFETY CONCERNS

On-Campus
Office of Public Safety
(309) 298-1949
wiu.edu/ops

Off-Campus
Macomb Police Department
(309) 833-4505
macombpolice.com

ILLNESS/INJURY

Beu Health Center
(309) 298-1888
wiu.edu/beu

McDonough District Hospital
(309) 833-4101
mdh.org

MDH Convenient Care Clinic
(309) 836-1700
mdh.org/convenient_care.aspx

STALKING/DATING/DOMESTIC VIOLENCE/SEXUAL ASSAULT

Student Development Office
(309) 298-1884
wiu.edu/sdo

Title IX Coordinator
(309) 298-1977
title-ix@wiu.edu

Women's Center
(309) 298-2242
wiu.edu/womens_center

WIRC-CAA Victim Services
24-Hour Crisis Line
(606) 337-5555
wirpc.org/victimservices

MENTAL HEALTH RESOURCES

University Counseling Center
(309) 298-2453
wiu.edu/ucc

WIU Psychology Clinic
(309) 298-1919
wiu.edu/cas/psychology/clinic

Beu Health Center
(309) 298-1888
wiu.edu/beu

Behavioral Health/MDH
(309) 836-1582
mdh.org

OTHER RESOURCES AND SERVICES

Center for International Studies
(309) 298-2501
wiu.edu/international

Disability Resource Center
(309) 298-2512 (606)
wiu.edu/drc

Office of Equal Opportunity & Access
(309) 298-1977
wiu.edu/eoa

Student Judicial Programs
(309) 298-2436
wiu.edu/sjpp

Veterans Resource Center
(309) 298-3505
wiu.edu/veterans

ASSISTING STUDENTS OF CONCERN

IDENTIFYING BEHAVIORS OF CONCERN

Distressed Students

- Could be irritable; sad; overanxious; withdrawn; confused; lacking motivation or concentration; seeking constant attention; or demonstrating bizarre, erratic, or concerning behaviors, including references to self-harm.

Disruptive Students

- Interfere in the University's learning environment with behavior that is reckless, disorderly, aggressive, defiant, destructive, threatening, and dangerous to self or others.

RESPONDING TO STUDENTS

Response

- Safety first. The welfare of the student and the campus community is always our top priority when a student displays threatening or potentially violent behavior.
- Trust your instincts. Make appropriate referrals.
- Don't be afraid to ask students if they feel their functioning is impaired or if they have thoughts of harming themselves or others.
- Avoid threatening, humiliating, or intimidating statements.

DISRUPTIVE STUDENT BEHAVIOR PROCEDURE

Disruptive Student Behavior is defined as inappropriate student behavior that a reasonable faculty member would view as interfering with the ability of the instructor to teach and students to learn whether in a classroom or other learning environment (such as an online course, laboratory, site field experience, internships, instructor's office, computer lab, or other setting, whether it is an on-campus or off-campus location), which disrupts the educational process. It is also considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of the learning environment.

In the situation where one or more individuals who are in a course act, in the judgment of the instructor, in such a manner as to disrupt the normal academic functions in or out of a class, the following actions must be taken:

1. For all serious or continued cases of disruptive student behavior, the Violation of Student Code of Conduct Form must be filled out and sent to the department chair and to Student Judicial Programs with a copy to the student. Information on the Student Code of Conduct may be found at: wiu.edu/student_services/student_judicial_programs/codeofconduct.php. See section D, parts 4,5,7.
2. The instructor must ask the student to cease the disruption.
3. If the disruption does not cease, the instructor may ask the student to leave the class or other learning environment for that day. If the student refuses to leave, the instructor may call the Office of Public Safety (in Macomb) or Campus Security (in the Quad Cities) for assistance.
4. If the disruption is extreme or continuous, the instructor may decide to inform the student that he/she may no longer remain in the course and that the student may appeal this decision to the Council on Admission, Graduation, and Academic Standards (CAGAS). If this action is taken, the instructor must fill out the Permanent Removal of Disruptive Student form by Instructor report with CAGAS, with a copy given to the student and the department chair, within 5 working days. The student has 5 working days from the date the report was sent to appeal the course removal to CAGAS. CAGAS will forward the report and the results of any appeal to the student, instructor, chair, dean, Student Development Office, and Student Judicial Programs.
5. When a student has been removed from a class, the instructor shall assign the letter grade that is judged appropriate. The student may withdraw from the course through standard procedures, if the deadline to withdraw has not passed. If a reasonable alternative exists for the student to complete the coursework through a mechanism other than attendance in the affected class section, then such alternatives may be offered to the student at the discretion of the department chair and dean.

CODE OF STUDENT CONDUCT

The *Code of Student Conduct* outlines the standards of behavior expected of every student at the University. Every WIU student has an obligation to know and adhere to these standards. Complete details of the Code can be found at wiu.edu/sjp.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law governing the privacy of educational records. If you have questions regarding FERPA or the release of information, please go to wiu.edu/registrar/ferpa.

DOCUMENTING & REPORTING INCIDENTS OF CONCERN

Documentation

- Maintain a record of all incidents/events.
- Keep all correspondence (notes, letters, e-mails, voicemails, Facebook messages, text messages, etc.).

Making Reports

- Immediately report incidents to appropriate offices in order to coordinate care for the student.
- Report any new events or occurrences.
- Safeguard the student's privacy rights.

ASSISTING VICTIMS OF STALKING, DATING/DOMESTIC VIOLENCE, OR SEXUAL ASSAULT

RESPOND & REFER

- LISTEN ACTIVELY. Don't interrupt or inject your feelings. Your caring but silent attention will be invaluable.
- ASK before you touch. Don't assume that physical contact, even a gentle touch or hug, will be comforting to a survivor. Be patient; give them the space they need.
- NEVER BLAME them for being assaulted. Even if the student reports feeling responsible, say clearly and caringly that it wasn't their fault.
- INFORM the student that services are available. See "Resource List" on back of folder for more information.

REPORT

Let the student know that you are glad that they chose to tell you and that you now need to inform certain individuals within the University, including those who can offer them the best support and resources, such as the Title IX Coordinator (309) 298-1977 and the Student Development Office (309) 298-1884.

Title IX

Consistent with Western Illinois University's (University) Non-Discrimination Policy and in compliance with Title IX of the Educational Amendments Act of 1972 and its implementing regulations, as well as the Violence Against Women Act (VAWA), the University prohibits discrimination based on sex in its educational programs and activities. This includes the offenses of: dating violence, domestic violence, gender harassment, discrimination based on pregnancy and parental status, sexual assault, sexual harassments, and stalking.

In addition, the University reaffirms its commitment to maintain a safe campus environment emphasizing the dignity and worth of all members of the University community. As a result, Western Illinois University issues this statement of policy to inform the community of our comprehensive plan to improve awareness and prevention and to address sexual misconduct when it is reported to a responsible employee whether the incident occurred on or off campus.

Reported incidents will be thoroughly investigated and violators will be met with appropriate disciplinary action, up to and including separation or dismissal from the University. Any action taken as a result of a violation of this policy will be in accordance with the relevant collective bargaining agreements, codes of student conduct, or University policies.

All employees of Western Illinois University, except those exempted by law, are considered "responsible employees" with an obligation to immediately report to the Title IX Coordinator any and all alleged sexual misconduct that is reported to them or about which they otherwise learn.

Employees should also report any alleged sexual misconduct which they experience. Students and third parties who experience or learn about an alleged violation of this policy are encouraged to immediately report the alleged violation to the Title IX Coordinator.

The Title IX Coordinator, located in the Office of Equal Opportunity and Access, Sherman Hall room 203, can be reached at 309-298-1977, by email address at title-ix@wiu.edu, or through the Title IX website.

STUDENTS WITH DISABILITIES

Most students with disabilities will not be students of concern. However, they may experience difficulties in this environment because, historically, the educational system was not designed to welcome a diverse student population. While some things have changed, education remains largely inaccessible to students with disabilities. In order to reduce the barriers inherent in the education environment, the Disability Resource Center (DRC) works with faculty and students with disabilities to determine modifications that allow access.

RESPONDING TO DISABILITY

Teaching students with disabilities does not require medical knowledge of the particular condition. It is really a matter of understanding how to design for diversity and to make modifications when the design fails to anticipate a particular human variation. The role of the DRC is to assist faculty and students with course design and accommodations.

ACCOMMODATIONS

While attempting to reduce barriers in the design phase is important, it is impossible to anticipate every human variation. Therefore, it is necessary to have a process by which students can request accommodations or modifications. Students experiencing barriers may request accommodations through the DRC. At times, consultation with faculty is necessary for the DRC professional to understand the unique characteristics of the environment.

COURSE DESIGN

Planning for accessibility and inclusion in the design phase is a proactive and sustainable approach to disability. To support faculty in designing for diversity, the DRC offers training through Faculty and Staff Partnerships for Accessible Solutions (FASPAS), individual consultation, and tips in the faculty section of the DRC website: wiu.edu/drc.

ACCOMMODATION PROCESS

Once appropriate accommodations have been determined, faculty will receive an e-mail or the student will deliver a letter listing accommodations that will provide access. Once the faculty have been notified, the student and faculty should discuss arrangements for accommodations. The DRC website lists ideas and resources to assist faculty in providing accommodations. For example, faculty can choose to provide testing accommodations to students with resources from within their department or they can use the DRC Exam Services Center to accommodate the student.