EMERGENCY SITUATION
(641) 269-4600 OR 911

ILLNESS / INJURY
Student Health and Counseling Services (confidential) ................................................................. (641) 269-3230
Emergency Department, GRMC (LOCAL) ......................................................................................... (641) 236-2380
Urgent Care, GRMC (LOCAL) ........................................................................................................ (641) 236-2378

MENTAL HEALTH RESOURCES
Student Health and Counseling Services (confidential) ................................................................. (641) 269-3230
Suicide Prevention Lifeline (confidential) ......................................................................................... (800) 273-8255

ACADEMIC ISSUES
Academic Advising .......................................................................................................................... (641) 269-3702
Disability Resources ....................................................................................................................... (641) 269-3089

SEXUAL MISCONDUCT/DATING VIOLENCE/STALKING
Title IX Coordinator ......................................................................................................................... (641) 269-4999
Campus Chaplain/Rabbi (confidential) ............................................................................................ (641) 269-4981
Ombuds (confidential) .................................................................................................................... (641) 269-9399
Grinnell Advocates (confidential) .................................................................................................. (800) 270-1620
Crisis Intervention Services (LOCAL) ............................................................................................ (641) 260-1615

ADDITIONAL RESOURCES INCLUDE
Dean of Students/Student Assistance .............................................................................................. (641) 269-3713
Center for Religion, Spirituality, and Social Justice ................................................................. (641) 269-4981
Intercultural Affairs (Bias Motivated Incidents) ................................................................. (641) 269-3718
International Student Affairs ........................................................................................................ (641) 269-3703
Residence Life ................................................................................................................................ (641) 269-3713
Cashier’s Office .............................................................................................................................. (641) 269-4100
Center for Career, Life, and Services ............................................................................................ (641) 269-4940
Financial Aid .................................................................................................................................. (641) 269-3250

NOT SURE WHERE TO START?
STUDENT ASSISTANCE
DEAN OF STUDENTS OFFICE
(641) 269-3713

REPORT CONCERNING OR WORRISOME BEHAVIOR AT JMP/STUDENTASSISTANCE.
ASSISTING DISRUPTIVE AND DISTRESSED STUDENTS

Step 1: Recognize  Step 2: Respond  Step 3: Refer

Disruptive Student
A student who is disruptive is interfering with the College’s learning environment due to behavior that is disruptive or dangerous. Disruptive students frequently experience on-going or extreme levels of stress without the appropriate coping skills; this indicates potential escalation if not resolved.

Recognize
Potential disruptive student behaviors:
- Inability to regulate emotion or heightened emotion
- Verbal or physical threats to self or others
- Aggression or deviancy
- Recklessness or destructiveness
- Resistance to help

Respond & Refer
- Remain calm. Safety first. The welfare of the student and the College community is our top priority.
- Trust your instinct. Call the appropriate resource for help. (See front cover) When in doubt, call Campus Safety at x4600 or the Dean of Students Office x3713.
- Remember: it is not your role to provide the professional help needed for a disruptive student. You only need to make the necessary call and request assistance.
- Don’t be afraid to directly ask the student if they have thoughts of harming themselves or others. If yes, do not leave the student. If necessary, find someone to stay with the student while you call the appropriate resources.

Distressed Student
A student who is distressed is typically experiencing situational stressors and would benefit from your care and concern. It is important to refer or consult with additional resources to create a network to support a distressed student in overcoming their obstacles and developing good self-advocacy. Distressed students may exhibit mildly disruptive behaviors.

Recognize
Potential distressed student behaviors:
- Very sad or irritable
- Unduly anxious
- Mood or behavior changes
- Lacking motivation or concentration
- Infrequent attendance, avoidance or withdrawn
- Lethargy or frequently falling asleep in class
- Marked changes to hygiene/appearance
- Dependency or repeated request for special accommodations
- References to self-harm or suicidal thoughts

Respond & Refer
- Trust your instinct. If in doubt, reach out. Call to consult with a colleague or campus resource. (See back cover.)
- Address the situation on a more personal level in a private setting. Express concern and interest. Even if the problem doesn’t seem urgent to you, it may be very important to the student.
- If expectations aren’t being met, deal directly with the behavior/problem according to your classroom protocol.
- Determine the student’s willingness to get help. Reassure the student that it is an act of strength to ask for help.
- Refer the student to one of the College’s resources. Offer to make the initial contact or walk them over.
- Remember: reaching out doesn’t mean that you are responsible for the student’s emotional wellbeing or that you must (or can) resolve the student’s difficulties. Know your limits and refer to the appropriate resources.
- Don’t be afraid to directly ask the student if they have thoughts of harming themselves or others. If yes, do not leave the student. If necessary, find someone to stay with the student while you call the appropriate resources.

Privacy Laws and Confidentiality
The Family Education Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with health and safety emergency. Observations of a student’s conduct or statements made by the student are not FERPA protected. Such information should be thoughtfully shared out of respect for the student’s privacy.
ASSISTING VICTIMS OF SEXUAL HARRASSMENT AND SEXUAL MISCONDUCT

Who needs to report?
All College employees, including student employees or volunteers responsible for the welfare of other students, are required to report allegations of sexual harassment and sexual misconduct to the College authorities designated herein: Title IX Coordinator (x4999), Campus Safety (x4600), Dean of the College (x3100), Dean of Students (x3713) and/or Director of Human Resources (x4974). The only exceptions are those few employees who operate with statutorily-protected confidentiality (i.e., health services, counseling, clergy, sexual assault advocates). If you have questions about whether to report, please call the Title IX Coordinator.

Why do I need to report?
Reporting is important because it ensures that the complainant has access to all of the available resources, helps to identify individuals displaying patterns of behavior, aids in addressing any trends or systematic problems, and assists in keeping our campus safe.

Respond & Refer
- Listen and offer them your support. Let them know there are many resources available to help them including confidential, campus, and community resources.
- The person's health and safety should be your primary concern. If the person's safety is an immediate concern, contact Campus Safety at x4600 or 911.
- Inform them you don't have all the resources that the institution can provide. Contact the Title IX Coordinator who will provide options and will keep their information private and only share it with those who “need to know.”
- Remind them that they have the right to choose to whom they will speak, what resources they will use, and what their next steps will be.
- Report this incident to Title IX in accordance with the policy at the top of this page.

ASSISTING VICTIMS OF BIAS-MOTIVATED INCIDENTS

Recognize
Potential bias-motivated incidents:
- Writing a racial or homophobic epithet on a whiteboard
- Unsolicited email or text messages with intent to threaten
- Insulting one’s geographical origin or accent
- Degrading language (spoken or written)
- Unfair treatment because of a characteristic or perceived characteristic

Respond & Refer
- Listen and offer them your support. Let them know there are many resources available to support them, including confidential resources.
- The person’s health and safety should be your primary concern. If the person’s safety is an immediate concern, contact Campus Safety and Security at x4600 or 911.
- Inform them that you would like to connect them with the Chief Diversity Officer at x9801 or Intercultural Affairs at x3718. Discretion will be used at all times regarding the sharing of information regarding the incident.
- Remind them that they have the right to choose to whom they will speak, what resources they will use, and what their next steps will be.
### IF A STUDENT:

- Threatens to injure, harm, kill, or risk the safety of self or others
- Acts in a frightening or threatening manner
- Refuses to leave the classroom after being asked to leave
- Reports or initiates a threat or bomb scare
- Needs emergency medical attention

### TAKE IMMEDIATE ACTION

- Campus Safety
  - 641.269.4600
- Grinnell Police Department
  - 911

### IF A STUDENT:

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

### REPORT BEHAVIOR OF CONCERN

- Student Assistance
  - 641.269.3713
- Campus Safety
  - 641.269.4600
  - evenings & weekends ask for on call staff

### IF A STUDENT:

- Appears to be out of touch with reality
- Reports suicidal thoughts, depression, hopelessness, or anxiety
- Indicates a death of a close family or friend or is having difficulty dealing with grief
- Reports feeling overwhelmed by a family or personal emergency
- Indicates a natural disaster, political upheaval or crisis in home country

### CONSULT FOR GUIDANCE OR ADVICE

- Student Assistance
  - 641.269.3713
- Student Health & Counseling Services
  - 641.269.3230
- Chaplain’s Office
  - 641.269.4981
- Title IX Coordinator
  - 641.269.4999
- Dean of Students Office
  - 641.269.3713
- Disability Resources
  - 641.269.3089
- Academic Advising
  - 641.269.3702

- Reports stalking, sexual assault, sexual violence, dating violence, intimate partner abuse, unwanted touching, sexual harassment, or gender identity harassment

- Indicates experiencing incidents of bias or discrimination
- Exhibits behavior that interferes with instruction or office procedures
- Exhibits behavior that is lewd or offensive
- Exhibits behavior that substantially disrupts the functions of the College
- Reports having been a victim of a crime

- Is having academic difficulty due to physical, psychological, or learning disability
- Requests an accommodation due to a disabling condition

- Is not attending class for an extended period of time
- Seems overwhelmed by a problem that could affect College persistence
- Needs help with time management, study skills, or test preparation