

# BIT GUIDE

SEE SOMETHING?  
SAY SOMETHING.  
DO SOMETHING.

Concerned about what you have witnessed in a student's behavior or class work? Call for assistance or a consultation.

## DISTRESSED STUDENT

Student who's persistently anxious, irritable sad, withdrawn, confused, or expresses suicidal or self-harming thoughts.

### RESPONSE OPTIONS

1. Give the student your full attention.
2. Briefly acknowledge your observations.
3. Ask the student to evaluate their behavior.
4. Listen to the student's concerns.
5. Try to identify possible issue causing the unwanted behavior.
6. Offer hope to find an equitable solution.
7. Be flexible & communicate expectations with the student
8. Consult with someone who can help.

### CONSULT

Colleagues, Department Chair, College Dean, Student Life, Student Health, Dean of Students

### SUPPORT

Student Health Services  
Deborah Miller-Calvert, Director x3032  
dmiller-calvert@lbcc.edu

## DISRUPTIVE STUDENT LOW THREAT

Student behaviors (interrupting, sleeping, texting/talking) that disrupt learning and could escalate if they go unchecked.

### RESPONSE OPTIONS

1. Be calm in de-escalating the situation.
2. Privately, explain how behavior is inappropriate. If behavior persists, ask them to leave. You may dismiss a student for up to 2 classes.
3. Refer incident to Student Conduct.
4. If student does not comply, contact Campus Police (562) 938-4910.

### CONSULT

Department Chair, College Dean, BIT

### REPORT

Office of Student Conduct  
studentconcerns@lbcc.edu

## DISRUPTIVE STUDENT HIGH THREAT

Student whose conduct is imminently reckless, disorderly, or dangerous, threatening harm to self or others.

### RESPONSE

If you are concerned for your safety or another person's safety immediately contact 911 for the LBCC Police.

## TITLE IX: SEXUAL HARASSMENT/MISCONDUCT

You become aware of an incident of sexual misconduct or harassment.

### RESPONSE OPTIONS

1. Faculty/Staff are required to report instances of sexual assault or sexual harassment to the Title IX Coordinator.
2. Inform student that they are obligated to report incidents to the Title IX Coordinator.
3. If a student wishes to speak confidentially about an incident, encouraged them to contact Mental Health Services (x4210/3992).
4. Share this information in class syllabus.

### TITLE IX REPORT

Kristin Olson, AVP, Human Resources,  
x4095, kolson@lbcc.edu

### TITLE IX CONSULT

Dr. Alisia Kirkwood, Student Affairs Dean,  
x4362, deanofstudents@lbcc.edu

## STRESS INDICATORS

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- Decline in quality of work/grades
- Repeated absences
- Multiple requests for extensions
- Conduct that interferes with class
- Disjointed content in writings/presentations

### SOCIAL-EMOTIONAL

- Self-disclosure of personal distress, family problems, finance issues, suicidal thoughts
- Exaggerated personality traits (e.g., withdrawn or agitated, mutters under breath, slow responses)
- Excessive tardiness, anxiety, irritability, apathy, and impulsiveness
- Exaggerated emotional response

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- Changes in grooming/hygiene/weight
- Excessive fatigue/sleep disturbances
- Intoxication, hangover, alcohol smell
- Disoriented or forgetful speech: slurred/rambling or disconnected

### STUDENT HELP - 24 HOURS

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Faculty and staff can direct any questions or concerns they have regarding students to  
**studentconcerns@lbcc.edu.**  
You'll receive a response within 48 hours.

\*Student Affairs (Student Health Services and Student Conduct) staff are available to provide your department with training on how to respond to students in distress. If you would like to schedule a training, please contact Roberta Maroney at X3995 or rmaroney@lbcc.edu.