In today's society, we must be more vigilant of surrounding influences that can affect the safety of our community. Medical emergencies, disasters, accidents, injuries, severe weather, and crime can occur at any time without warning. By working together, we can be prepared to respond to emergencies in a timely and coordinated manner. Familiarize yourself with the following:

- **University Security web site/Security Videos** - Safety videos are available including instructions on what to do if gun shots are fired on campus. [http://www.mnsu.edu/security/](http://www.mnsu.edu/security/)
- **Star Alert Emergency Notification System** - Sign up to receive text messages. Students, faculty and staff can subscribe to Star Alert or change a text message number after logging in to [http://www.mnsu.edu/staralert](http://www.mnsu.edu/staralert)
- **When incidents occur on campus that may threaten the safety of the campus community, Security releases Personal Security Alerts which are posted on the Security website, on posters around campus, and by phone on the Personal Safety Hotline 507-389-2934.** For the latest information during a University emergency go to [www.mnsu.edu/alerts](http://www.mnsu.edu/alerts).

**STUDENT CONDUCT**

The Statement of Student Responsibilities can be found at [www.mnsu.edu/conduct](http://www.mnsu.edu/conduct). Examples of violating behavior include, but are not limited to: academic dishonesty, substantially disrupting teaching or learning, harassing, illegal or reckless substance use, physical violence, riotous acts, theft, vandalism, arson, weapons, failure to cooperate with security, and non-compliance with disciplinary sanctions. All students, including those with a disability, are responsible for their actions and must fulfill expected standards of behavior. Through involvement in the disciplinary process, students learn new ways of relating to others while strengthening their comprehension of the rules necessary to maintain a safe environment conducive to learning and growth.

To submit a formal report of disruptive student behavior, contact the following:

**University Security:** 507-389-2111

**Office of Student Conduct:** 507-389-2121

Take form available at [www.mnsu.edu/conduct/facultyresources.html](http://www.mnsu.edu/conduct/facultyresources.html)

**To report or submit a complaint of sexual assault, stalking, dating or relationship violence, discrimination and/or harassment based on membership in a protected class, contact:**

**Office of Equal Opportunity and Title IX:** 507-389-2986
Q. What proactive strategies can reduce disruptive classroom behavior?

- Faculty members are authorized to establish reasonable guidelines for expected behavior in the classroom or online.
- As the first class, review expectations for civility, attendance, tardiness, cell phone use, and academic integrity; many professors include this information on the course syllabus. Identify consequences and enforce consistently.

Q. What should I do if a student is persistently disruptive?

Meet privately with the student after class to explain why the behavior is distracting, and identify what must be corrected. Use the student’s name to build rapport. Advise the student that a referral to the Office of Student Conduct will be necessary, if the behavior continues. After a warning, you may dismiss the student from class for the remainder of the period and require a meeting with you prior to the student’s return. A colleague may attend the meeting. Consultation with the Office of Student Conduct is encouraged. Document the incident.

Q. What actions should I take if I am concerned that a student is at risk to self or others?

If you feel there is imminent danger, call 911 or Security at 507-389-2111 for assessment and intervention. A report will be forwarded to the Office of Student Conduct and the Behavioral Consultation Team. All threatening communication should be reported promptly to Security. Save concerning emails, texts or voice messages.

Q. What should I intervene if I have concerns about a student’s level of functioning?

- Early feedback and referral can prevent problems from escalating. Privately, share your observations with the student and calmly discuss the situation. Listening to a distressed student’s concerns communicates that somebody cares.
- Know your limitations as a helper and only go as far as your expertise allows.
- Directly ask students if they have thoughts of hurting themselves or others. Walk the student to the Counseling Center or to the Student Health Services clinic during business hours, or contact Security (x2111) anytime.
- Consult with the Counseling Center, Behavioral Consultation Team, Office of Student Conduct, or Accessibility Resources if you are unsure how to address a concerning student situation.

Q. When should I intervene if I have concerns about a student’s performance?

An Academic Alert might be: not turning in assignments; doing poorly on quizzes or exams; deterioration in quality or quantity of work. An Attendance Alert might be: missing two consecutive class periods, missing class at least once a week; consistently tardy. A Personal Alert might be: distracted or preoccupied during class; direct statements indicating distress, family problems, or loss; financial distress indicators, such as not purchasing a textbook.

New Student and Family Programs
103 Praska, 507-389-5498, www.mnsu.edu/newsstudent/

Programs and services including: orientation, First Year Seminar, post-secondary enrollment option (PSEO)/concurrent enrollment, and unduplicated academic advising are available to assist all new and transfer students transition to college. A large number of first year students are undecided, or are changing majors. Staff serve unduplicated students as advisors, by providing thorough knowledge of the General Education curriculum, and by encouraging students to intentionally explore majors early in their college careers. Students struggling with difficult academic or other college transitions can visit the office for assistance and possible referral. Staff collaborate with academic college advisors and the Career Development Center to meet student needs.

MacCARES
Early intervention supports student success. The MacCARES Early Alert Referral System gives faculty, staff, students, and families the opportunity to help a student who has excessive absences, a poor letter grade, or exhibits concerning behavior. MacCARES referrals go to the Office of New Student and Family Programs who will assess the situation, offer support, and align appropriate resources to help the student.

Alerts may be submitted through the MacConnect email link or through MacCARES online. The MacCARES online form can be found on the left sidebar of the New Student and Family Programs website (www.mnsu.edu/newsstudent) or the Student Affairs website (www.mnsu.edu/student). Alerts may be submitted at any time through the MacCARES Online form, although it is only monitored during the regular work week.

An Academic Alert might be: not turning in assignments; doing poorly on quizzes or exams; deterioration in quality or quantity of work. An Attendance Alert might be: missing two consecutive class periods, missing class at least once a week; consistently tardy. A Personal Alert might be: distracted or preoccupied during class; direct statements indicating distress, family problems, or loss; financial distress indicators, such as not purchasing a textbook.

Additional resources available at: www.mnsu.edu/conduct/facultyresourcesources.html

OTHER RESOURCES AVAILABLE

BEHAVIORAL CONSULTATION TEAM
Members of the Behavioral Consultation Team include faculty and staff with considerable experience in student life issues. The team functions to:
1. Identify students who may be at risk or distressing to others.
2. Centralize the gathering of comprehensive information.
3. Increase communication, collaboration, and coordination of response.
4. Discuss intervention strategies and referral options.

The following student behaviors may warrant consultation with the BCT:
- Threats of harm to self or others
- Acts of physical aggression
- Use or possession of weapons
- Marked changes in personality, weight, grooming, sleep
- Rapid speech or delusional thinking
- Violent themes in writing

EMERGENCY TRANSPORTATION PROTOCOL
Employees should never personally transport a student or another employee to a healthcare facility for treatment of a medical or psychological emergency— including substance use, which adds to the unpredictability of behavior. The liability of having an employee involved in a crash due to distracted driving is too great. The condition of the person being transported could worsen on route, potentially placing the driver at risk of having an accident. The driver’s attention could be distracted, or worse, should the passenger’s condition worsen and result in vomiting, seizures, loss of consciousness, self-harm, and/or harm to the driver.

In case of emergency call 911 or University Security at 507-389-2111.

Law enforcement personnel or University Security can help determine the need for an ambulance. In certain instances, a cab or a friend/family member may provide transportation.

South Central Crisis Center
Horizon Homes, Inc.
24-Hour Crisis/ Warm Line
Call for crisis, support, information or problem solving assistance 877-399-3040

The Mobile Crisis team is available evenings and weekends. Meetings can be arranged at the student’s residence, a relative or friend’s home, an Emergency Room or other type of facility, if the student will agree to talk with a trained crisis counselor. In some cases, the student may be admitted to the South Central Crisis Center in Mankato for a short term stay until the crisis passes.

Student Affairs advances the mission of Minnesota State University, Mankato by:
- Fostering learning and development
- Supporting student success
- Preparing students to be leaders in a global society.

MINNESOTA STATE UNIVERSITY
MANKATO

CONFIDENIALITY
The Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act prohibit disclosure of students’ educational records to a third party, including family members, without the student’s prior written consent. Certain exceptions are permitted, such as summoning police or contacting parents of a dependent student in an actual health or safety emergency. Data privacy laws also allow sharing of information between faculty and staff on a bonafide need-to-know basis. Counseling and health records are subject to stricter rules of confidentiality.

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