



CEDAR CREST
COLLEGE

Faculty & Staff Guide

Emergencies — Life-threatening Situations (Call Campus Police)

- From Campus Phone - dial 0
- From Cell Phone - dial 610-437-4471

If a student is disruptive but does not pose a threat:

- Ensure safety for all; deal with the student in calm, non-confrontational manner.
- Set limits; explain how the behavior is inappropriate.
- If the situation escalates, contact Campus Police.
- In all cases above, inform the Chair of your Department and the Dean of Students

Care Team

The Cedar Crest College Care Team engages in proactive and collaborative approaches to identify, assess and coordinate responses to student situations. By partnering with members of the community, the team strives to ensure individual student well-being, retention and persistence while promoting community safety.

You should submit a Care Team Report when a) you want the Care Team to intervene with a student, or b) you want to notify the College regarding a retention risk that could be mitigated with intervention. Students do not receive copies of Care Team Reports.

Are you concerned about your friend, student or roommate? [Click on this link to fill out the online form.](#) Someone will follow-up on your concern.

BEFORE YOU BEGIN: If this is an emergency that involves an imminent risk of harm to self or others, please contact campus police at 610-437-4471 or dial 0 from a campus phone prior to filling out this form. If you are off-campus, dial 911. Reports are reviewed during normal business hours and are not monitored after hours, on weekends or during official College holidays. While reports from this form are reviewed by a variety of campus partners working to assist students, it is NOT designed for emergency response situations.

Assisting Students in Distress

Distressed Students may present as sad, anxious, irritable, withdrawn, or confused. They may lack concentration or motivation. They may seek constant attention or show erratic or concerning behaviors, including references to self-harm (e.g., cutting, or suicidal ideation).

Disruptive Students may present with behavior that is disorderly, reckless, aggressive, defiant, destructive, threatening, possibly paranoid, and might be perceived as dangerous to self or others. Their behavior interferes with the learning and college environment.



Consultation & Referral

Health & Counseling Services

Curtis Hall, Room 106
610-606-4640

Student Success

Cressman Library
610-606-4628

Director of Community Standards & Residence Life

Butz Hall, Lower Level
610-606-4603

Dean of Students

TCC 2nd Floor
610-606-4680



Report or Seek Help

Campus Police

Safety & Facilities Building
610-437-4471; 0

In all of these situations, your role is to gather only enough information to make an appropriate referral or to determine the appropriate office to contact. As a faculty and staff member you should not be investigating or counseling the student. While well-meaning, this may make the situation more challenging for the student and/or the College.

FOR ALL EMERGENCIES (24/7) CALL 610-437-4471



POSSIBLE DILEMMAS AND SUGGESTED REFERRALS

Noted Behavior	SC	CP	HCS	TIX	DOS
Poses immediate threat to self		X			
Shows inappropriate anger or hostility		X	X		X
Exhibits concerning behavior			X		X
Talks about suicide or homicide		X	X		X
Writes/verbalizes direct threat to another		X			
Writes/verbalizes alarming or distressing material		X	X		X
Seems overly emotional, depressed, aggressive, suspicious, etc.		X	X		X
Is the subject of complaints by other students		X	X		X
Continuously disrupts class and refuses to stop					X
Comes to class drunk or high		X	X		X
Appears to have distorted body image or disordered eating symptomatology			X		X
Appears to have an undiagnosed chronic illness or medical issue			X		
Is the victim of violence, stalking, or intimidation		X	X	X	
Is the victim of sexual assault		X	X	X	
Reports sexual harassment or discrimination		X		X	
Has challenges with test-taking or other academic skills	X		X		
Is suspected of cheating/academic dishonesty	X				
Difficulty due to illness or death in the family			X		X

(On-Campus phones, dial only the extension. Off-campus phones, dial 610-606-4666 then the extension.)

SC = Student Success x4628

CP = Campus Police x0

HCS = Health & Counseling Services x4640

TIX = Title IX Coordinator

DOS = Dean of Student x3678

Assisting Students in Distress



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Sexual Misconduct – Title IX

- Sexual misconduct is a term that encompasses sexual harassment, gender based harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, including domestic violence and dating violence.
<https://www.cedarcrest.edu/titleix/>
- The College's Sexual Misconduct Policy can be found here:
<https://www.cedarcrest.edu/titleix/pdf/sexualmisconductpolicy8.2020.pdf>
- If a student comes to you regarding sexual misconduct, inform the student that you are not a confidential resource and that you are required to share reports of sexual misconduct with the Title IX Coordinator or a Deputy TIXCoordinator.
- If the student is not prepared to make a report, or is seeking resources, they can be referred to the following confidential resources: Health & Counseling Services (610-606-4640); off campus, refer the student to the Crime Victims Council of the Lehigh Valley (610-437-6610).
- If the student wants to report the misconduct to the College and receive additional support, contact the Title IX Coordinator (610-606-4666, x3584) or TitleIX@cedarcrest.edu.

Reports of sexual misconduct can be made through the following link:
https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout_id=7
- If the student wants to report the misconduct criminally, contact Campus Police (610-437-4471).
- Within the first 72 hours of an assault, hospital emergency service can provide immediate medical help. Evidence collection, emergency contraception, tests for STI's and pregnancy can be administered. The student should be encouraged to seek medical treatment, even if the student does not make an official report.
- Faculty and staff who receive a disclosure of sexual misconduct are required to report the information to the Title IX Coordinator or a Deputy Title IX Coordinator immediately.

Please click on the following link to view the College's brochure on Sexual Misconduct with on-campus and off-campus

resources: cedarcrest.edu/titleix/pdf/2020_TitleIXBrochure.pdf

OPTIONS AND RESOURCES

- To file a complaint against an alleged assailant who is also a CCC student, contact Campus Police (610-437-4471).
- Reports made be filed online, at any time using the following link.
https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout_id=7
- Victims have the option to file both a criminal report with the police and a report with the College.
- Anyone can file a report — a survivor of an assault, a witness, or a concerned third party. Reports may be made anonymously (unless the person reporting is a responsible employee).
- To seek academic accommodations, contact Academic Services (610-606-4628) or the Dean of Students (610-606-4680).

CAMPUS CONTACTS:

NOTES:



Guidelines for Responding to Students of Concern

Safety: The welfare of the student and the campus community is a top priority when a student displays threatening or potentially violent behavior. Working with Campus Police, mental health professionals, and the Vice President of Student Affairs and Traditional Enrollment affords the best coordinated care on campus.

Trust your instincts: If you sense that a student is not in the best state, trust that. You may now the student from class and can probably assess when the student's self-care and behavior has changed. Promptly report safety concerns and any student code of conduct violations.

Listen with sensitivity and be proactive: It is advised that you reference standards and expectations for class (i.e., as noted in your syllabus) and reference the Student Code of Conduct for disruptive students. For students in distress, classroom faculty members are frequently the first individuals to observe that something has changed in behavior or performance. Approach the student with care and point out that you've noticed. Ask if there is more they want to share and indicate that you can help. (You can always call Health and Counseling Services or the Dean of Students to consult).

Support: Distressed students can be sensitive to comments and easily revoked, so avoid threatening, intimidating, or humiliating statements. Your approach is to be attentive to the student, to listen to what they share, and to inform them of resources on campus. If the student is suicidal call Campus Police or 911 immediately. Never leave a suicidal student alone!

Participate in timely response: It is not a FERPA violation to share information about a student's well-being. Always report serious or persistent inappropriate behavior to the [Care Team](#) by filling out [this form](#). While reports from this form are reviewed by a variety of campus partners working to assist students, it is NOT designed for emergency response situations. Contact Campus Police at 610-437-4471 or dial 0 from a campus phone for campus emergencies. If you are off-campus, dial 911.

What about Privacy Laws and Confidentiality?

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern under the following circumstances:

- Personal identifiable information from an "educational record" may be disclosed to appropriate individuals in connection with a health and safety emergency. Information may be released to parents, police, or others if knowledge of the information is necessary to protect the health and safety of the student or other at-risk individuals.
- Information can be shared with College personnel when there is a specific need to know and should be limited to the essentials of College business.
- Observations of a student's conduct or statements made by a student are not "educational records" and are, therefore, not protected under FERPA. Such information should be shared if it helps ensure a student's safety.

IF IN DOUBT, REACH OUT

Dean of Students 610-606-4680

Campus Police 610-437-4471

Health & Counseling Services 610-606-4640

CODE OF CONDUCT

The Student Code of Conduct is the written policy that governs student behavior. It explains students' rights and responsibilities and the processes that should be followed when misconduct is alleged.

The Code of Conduct addresses such issues as behavior that threatens the health or safety of individuals; disruption of teaching or College events; sexual harassment; racial, ethnic, religious, sexual orientation, disability, and other forms of harassment; stalking, hazing, and disorderly behavior. The complete Code of Conduct is located on [MyCedarCrest](#), [the Student Handbook](#), and the CCC App.

**The Red Folder is a concept that was shared at the Association of University and College Counseling Center Directors' Annual Conference.*

*Permission was given for interested individuals to "make it your own," which is what we have done.**