



HUTCHINSON  
COMMUNITY COLLEGE

**When in Doubt,  
*Reach Out!***

# Does the Student Need Immediate Assistance?

**YES,**

The student's conduct is clearly reckless, disorderly, dangerous, or threatening and is suggestive of immediate harm to self or others in the community.

- Call 911 AND Campus Security (620-665-3379)
- Report the concern to the Behavioral Intervention Team (BIT) and Counseling

## **HutchCC Behavioral Intervention Team**

- BIT Chair: 620-665-3583
- Member: 620-665-3512
- Member: 620-665-3322
- Member: 620-665-3579
- Member: 620-665-3521

**HutchCC Counseling Services\*** – 620-665-3377 (M-F, 8am-5pm)

## **Behavioral Intervention Team**

HutchCC's Behavioral Intervention Team (BIT) is composed of representatives from key campus departments. The team meets to identify students in crisis, then works quickly and collaboratively to assess a distressed student's needs, direct her/him to campus and community resources, and consult with HutchCC offices impacted by the crisis.

# Does the Student Need Immediate Assistance?

## **NOT SURE,**

Indicators of distress are observed but severity is unclear. The interaction has left you feeling uneasy or concerned about the student.

- Call for consultation: Counseling or Behavioral Intervention Team (BIT)

## **HutchCC Student Conduct Code**

Examples of the Code's prohibited behavior include:

- Conduct that threatens the health or safety of any person (self or others) including:
  - Physical assault, sexual assault, sexual misconduct, or domestic violence
  - Threats that cause a person reasonably to be in sustained fear for one's own safety or the safety of her/his immediate family
  - Intoxication or impairment through the use of alcohol or controlled substances to the point where one is unable to exercise care for one's safety
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other College activities
- Use, display, storage, or manufacture of weapons or destructive devices
- Stalking, hazing, and disorderly behavior

To report misconduct that you're unsure about, call 620-665-3579

Complete details can be found at [www.hutchcc.edu/catalog](http://www.hutchcc.edu/catalog)

# Does the Student Need Immediate Assistance?

**NO,**

I'm not concerned for the student's immediate safety, but s/he is having significant academic and/or personal issues.

- Refer to appropriate campus resource

## **What if a student is disruptive, but does not pose a threat?**

- Ensure your safety in the environment. Use a calm, non-confrontational approach
- Set limits by explaining how the behavior is inappropriate
- If disruptive behavior persists, inform the student that disciplinary action may occur
- If the behavior escalates and you believe there is a safety risk, call 911 or contact Campus Security (620-665-3379), and report the incident to the Behavioral Intervention Team (BIT) for a coordinated response

## **Campus Resources**

Hutchinson Area Student Health Services .....	620-662-7416
Vice President of Student Services .....	620-665-3579
Accessibility Services Office .....	620-665-3554
Equity & Compliance (Title IX) .....	620-665-3512
International Student Advisor .....	620-665-3439
<b>Medical Emergency .....</b>	<b>911</b>
<b>Threat Emergency .....</b>	<b>911</b>
<b>If you feel unsafe, call Campus Security .....</b>	<b>620-665-3379</b>

# Responding to Sexual Misconduct Disclosures

As HutchCC faculty and staff you are uniquely positioned to assist students who have experienced sexual harassment, sexual violence, intimate partner violence, stalking, and other forms of discrimination because you often see the warning signs first (e.g., absence from class or work, decreased productivity, lower grades, social withdrawal, etc.). Students typically tell people they trust, so you may be one of the first to whom a student confides.

## Mandatory Reporting

**All** HutchCC employees not identified as confidential by College policy, are designated as **Responsible Employees** (aka mandated reporters) for all the details they are aware of about an incident. They are required to share this information with the College's Coordinator of Equity & Compliance (aka Title IX Coordinator). Giving a responsible employee notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given. Such incidents will be investigated and resolved in a prompt and equitable manner under the College's [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures](#), which is discussed in a later section of this document.

If Someone Discloses Sexual Misconduct to You ... Remember LASRR ('laser')

### Step 1: *Listen*

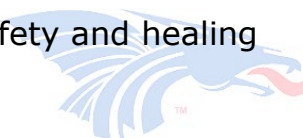
- Care for the individual and ensure they are safe
- Avoid judgmental questions—don't ask questions that start with "Why?"

### Step 2: *Accept*

- Tell the individual that you believe them and acknowledge the courage they have shown in talking to you
- Don't blame them or let your facial expression or body language convey doubt or judgment
- *"You are not alone. I believe you. It's not your fault."*

### Step 3: *Support*

- Tell the individual you are going to help them
- Your support and belief in the individual may be critical to their safety and healing



**HUTCHINSON**  
COMMUNITY COLLEGE

#### **Step 4: Resources**

- Refer them to options (e.g., local sexual assault or domestic violence center, law enforcement, campus counseling, etc.)
- Help them make plans, but let them make their own decisions

#### **Step 5: Report**

- Inform the individual of your reporting obligations
- Report all details to HutchCC's Coordinator of Equity & Compliance (Title IX Coordinator) ASAP

## **What Do I Say?**

Sexual assault or misconduct can be a difficult topic to discuss, particularly given your reporting responsibilities. Below is a suggestion for how you might approach the conversation:

*"I appreciate what you have been able to share with me. Before you tell me more, I want to let you know that I will need to contact Jacob Gunden, our Coordinator of Equity & Compliance. He is the person on campus whose responsibility is to know about incidents like this and he helps support students and coordinate possible next steps. If you would prefer to speak with someone confidentially, let me guide you to one of our licensed counselors at the Student Success Center."*

## **Sexual Misconduct Terms at HutchCC**

### **Hostile Environment**

A hostile environment is created when sexual harassment or other protected class discrimination is:

- Sufficiently severe, persistent/pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational and/or employment, social, and/or residential program

### **Consent:**

- Knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity
- Active, not passive and can be withdrawn at any time; silence or the absence of resistance alone is not consent

### **Non-Consensual Sexual Intercourse:**

- Any sexual penetration or intercourse, however slight, with any object by a person upon another person that is without consent and/or by force

### **Non-Consensual Sexual Contact:**

- Any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force

### **Sexual Exploitation:**

- Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that the behavior does not otherwise constitute one of the other sexual misconduct offenses

### **Intimate Partner Violence:**

- Violence or emotional and/or psychological abuse between those in an intimate relationship toward each other

### **Stalking:**

- A course of conduct directed at a specific person, on the basis of actual or perceived membership in a protected class, that is unwelcome and would cause a reasonable person to feel fear
- Stalking also occurs if behavior is repetitive and menacing (e.g., pursuing, following, harassing, and/or interfering with the peace and/or safety of another)

### **Retaliation:**

- Any adverse action taken against a person participating in a protected activity because of a person's participation in that protected activity (e.g. reporting misconduct, participating in an investigation, etc.)

## **Campus Resources**

\* Confidential Resource

### **HutchCC Office of Equity & Compliance – 620-665-3512 (M-F, 8am-5pm)**

- Oversees the College's response to reports of sexual misconduct, including sexual harassment, sexual assault, relationship violence, and discrimination
- Provides students information about available reporting options with HutchCC, as well as guidance and support regarding academic and housing concerns

### **HutchCC Counseling Services\* – 620-665-3377 (M-F, 8am-5pm)**

- Provides professional and confidential counseling to current HutchCC students

## Off-Campus Resources

\* Confidential Resource

**Brighthouse\*** ([Brighthouse Online](#)), *Crisis Line* – 1-800-701-3630, 335 N. Washington St., Hutchinson, KS 67501

- Confidential, 24-hour non-judgmental support to victims of sexual assault and domestic violence
- Trained staff will help survivors through the medical exam, police questioning, and court appearances, as well as assistance in filing protection-from-abuse orders and victim compensation claims

**The Kansas Crisis Hotline\*** ([Crisis Help Online](#)), 1-888-END-ABUSE (363-2287)

- Confidential, 24-hour state-wide hotline linking victims of domestic violence and sexual assault to local services

**National Sexual Assault Hotline\*** – 1-800-656-HOPE (4673)

**Hutchinson Regional Medical Center** ([Hutchinson Hospital](#)), Emergency – 911, *Non-Emergency* – (620) 665-2000, 24-hour, 1701 E. 23rd Ave., Hutchinson, KS 67502

## Reporting Options

**Hutchinson Police Department**, Emergency – 911; *Non-Emergency* – 620-694-2819

- Provides assistance in pursuing legal action both on and off campus
- Offers transportation to the local hospital for related medical services

**HutchCC Coordinator of Equity & Compliance** (aka Title IX Coordinator) – 620-665-3512

- Jacob Gunden – Parker Student Union (Main Campus), [email Jacob Gunden](#)

**HutchCC Campus Security**, *Emergency* – 620-665-3379, Day & Evening

**HutchCC TIPS** –*Non-Emergency* online reporting portal

- Allows for truly anonymous reporting (if desired) of a wide-variety of incidents
- Please be aware that the College cannot provide a follow-up to anonymous reporting, so some form of contact information is beneficial
- Access by clicking [“TIPS” icon](#) located in the black footer of any official HutchCC webpage





HUTCHINSON  
COMMUNITY COLLEGE

# **Assisting Students in Distress**

# Distressed Students

Faculty and staff are in good positions to recognize students in distress. Use the following information to help identify and make referrals for distressed students. Things to look for include, but are not limited to:

## **Marked changes in academic performance or behavior**

- Uncharacteristically poor performance and preparation
- Dramatic change in attendance
- Repeated requests for special consideration, especially when this is a change from normal
- Extremes in avoiding or dominating discussions
- Excessively anxious when called upon
- Disruptive classroom behavior
- Intense emotion or inappropriate responses

## **Behavioral or Interpersonal Problems**

- Asking instructor for help with personal problems
- Complaints from other students
- Hyperactivity or very rapid speech
- Tearfulness
- Irritability or angry outburst
- Problems with roommate or family
- Change in personal hygiene or dress
- Dramatic weight loss or gain
- Disjointed thoughts

## **References to Suicide, Homicide, or Death**

- Expressed thoughts of helplessness or hopelessness
- Overt references to suicide
- Isolation from friends or family
- References to suicide or homicide verbally or in writing

## What Can You Do?

**Talk**...to the student in private when both of you have the time and are not rushed or preoccupied.

- Privacy will help minimize embarrassment and defensiveness.

**Listen**...in a sensitive, nonthreatening way.

- Discuss your observations in behavioral, nonjudgmental terms
- *"I've noticed you've been absent from class lately and I'm concerned."*

**Communicate**...understanding by repeating back the essence of what the student has told you.

- Try to include both content and feelings (*"It sounds like you're not accustomed to such a big campus and you're feeling left out of things."*)
- Let the student talk

**Give Hope**...assure the student that help is available.

- Help the student identify options for action and explore the possible consequences

**Maintain**...clear and consistent boundaries and expectations.

- Be frank with the student about the limits on your ability to help them

**Refer**...when:

- The problem is more serious than you feel comfortable handling
- You have helped as much as you can and further assistance is needed
- Advisors should follow-up with students after a referral

## Crisis Referral Options

**The Mental Health Crisis Hotline** – 1-800-794-0163 or 620-694-1099

**HutchCC Counseling** – 620-665-3377, (M-F, 8am-5pm)

**Behavioral Intervention Team (BIT)** – Chair, 620-665-3583

# Disruptive Students

May interfere with HutchCC's learning environment with behavior that is reckless, disorderly, paranoid, aggressive, defiant, destructive, threatening, dangerous to self, or dangerous to others; may taunt, badger, or intimidate others; or may communicate threats via email, correspondence, text, or phone calls

## **Consultation and Reporting:**

- Behavioral Intervention Team (BIT) – Chair, 620-665-3583

## **Issues of Student Conduct:**

- Vice President of Student Services – 620-665-3579

## **Accommodations:**

- Accessibility Services Office – 620-665-3554

## **Student Services Departments**

## **Departmental Academic Advisors**

## **Privacy Laws and Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.