

“The Care Team provides early assessment & referral when an individual’s behavior is flagged as concerning, risky, or potentially harmful to self or others...”

WHO WE ARE

The Care Team consists of representatives of the following offices: Student Life, Student Development & Retention, Student Conduct, Human Resources, Learning & Academic Affairs and the Auraria Police.

Care Team Mission Statement

The team makes a good faith review of the information provided and suggests a reasonable course of action to mitigate risk, considering the needs of the individual within the context of the community. An ethic of care and attention to the safety and well-being of individuals, the campus and community guides all recommendations.

More Information on the CCD Care Team contact

Jake Kasper
303-556-5445
jake.kasper@ccd.edu
or
Meloni Rudolph
303-556-2863
meloni.rudolph@ccd.edu

FACULTY GUIDE TO THE CCD CARE TEAM

The CCD Care Team was formed by the Dean of Student Life and empowered by the Vice President of Student Affairs and the College President to:

- Respond to reports regarding individuals of concern;
- Work with, support, and connect individuals of concern to resources as necessary;
- Develop preventative identification, education and response strategies; and
- Follow up with individuals of concern.

WHAT YOU SHOULD REPORT

Employees are legally required to report:

- Stalking
- Relationship/Domestic/Intimate Partner violence
- On or off-campus sexual harassment or assault

Faculty and staff should report:

- Classroom disruption
- All violations of student code of conduct
- Drunkenness or being under the influence of drugs in classroom
- Threatening words or actions
- Self-injurious behavior (cutting, burning, eating disorders)
- Excessive class absenteeism
- Paranoia
- Acts motivated by hatred or discrimination
- Suicidality (including threats, gestures or attempts)
- Flat affect
- Hazing

TIPS FOR SUPPORTING STUDENTS OF CONCERN

- **Interrupt to Inform**
“I cannot be a confidential resource. However, I will only share with those that need to know”
- **Express care and concern**
“I’ve been concerned about you lately. May we speak privately?”
- **Share what you have noticed**
“I’ve noticed you’ve been missing class lately.”
- **Offer to help**
“How can I help?”
- **Listen carefully, then reflect what you understand**
“You have a lot going on in your personal life and you are worried that it is affecting your school work.”
- **Empathize and normalize**
“With so much going on, it is normal to feel overwhelmed.” “I can sure relate. I remember wondering if I would ever be able to get it all done.”
- **Define your role**
“I can help you organize your assignments. Our class also has a study group that some students find help lighten their reading load.”
- **Share about resources**
“You might want to consider making an appointment with one of our on-campus resources. They can help you sort out things in your life that are causing you stress and give you some skills to help.”
- **Make a plan**
“Here is the contact information. Do you think you will call and make some appointments to get the help you need?”
- **Compliment and encourage**
“Thank you for being so honest with me. It took courage to share with me. I have confidence that you can succeed with just a little help.”

www.ccd.edu/care

THE STUDENT CONDUCT PUZZLE

The Office of Student Conduct has provided this guide to assist faculty, staff and the entire college community with students in distress. The interrelated nature of student behavior issues necessitates that the college react consistently to behaviors that contradict the Student Code of Conduct. Student behavior issues need to be addressed by the college as a whole.

The Student Code of Conduct provides complete guidelines & expectations for student behavior. These parameters seek to ensure the safest and most conducive learning environment for the entire community. We encourage everyone to make sure they are familiar with the code; it is available for review at www.ccd.edu/studentcode.

STUDENTS WITH DISRUPTIVE BEHAVIOR

Disruptive behavior is any behavior that causes disruption to lesson plans and office operations. Such interactions affect the whole classroom community and may provide a hostile learning environment for you and students. Don’t tolerate such behavior. Please report this behavior, as it may also manifest in other classrooms, or lead to larger confrontations.

Disruptive behavior may look like

- Loud, argumentative comments and accusations
- Inappropriate and unprofessional language
- Questions and interruptions that are off-topic
- Repeated/harassing interruptions
- Physical dissatisfactions (slamming doors/books)
- Failure to abide by instruction from College officials
- Threatening or intimidating glances and gestures

Strategies

- Make your classroom behavior expectations clear through syllabus and consistent enforcement.
- Do not ignore disruptions and hope for a spontaneous resolution.
- Ask to meet with student privately and immediately to discuss concerns.
- Report concerning and/or repeated behavior to the Office of Student Conduct
- Avoid being alone with physically aggressive student. Report to Auraria Police and the Office of Student Conduct.
- In case of emergency, call Auraria Police 303.556.5000

www.ccd.edu/studentcode

You can help

You can help us determine the root cause of a change in behavior. Be on the look out for students who might be dealing with:

- Death
- Financial Troubles
- Divorce
- Homelessness

Often an early intervention can help students learn to deal effectively with these life problems.



EMERGENCY PHONE NUMBERS

EMERGENCY/POLICE
303.556.5000 Admin 110

Dean of Student Life
303.556.2863Tivoli 309

Office of Student Conduct
303.556.5445Tivoli 309

Care Team
303.556.5445Tivoli 309

Accessibility Center
303.556.3300 Confluence 121

Health Center
303.556.2525 Plaza 150

Veterans Affairs Office
303.556.6200 Confluence 114

Civil Rights Investigator/Title IX
Deputy Coordinator
303.352.5018 Admin 310

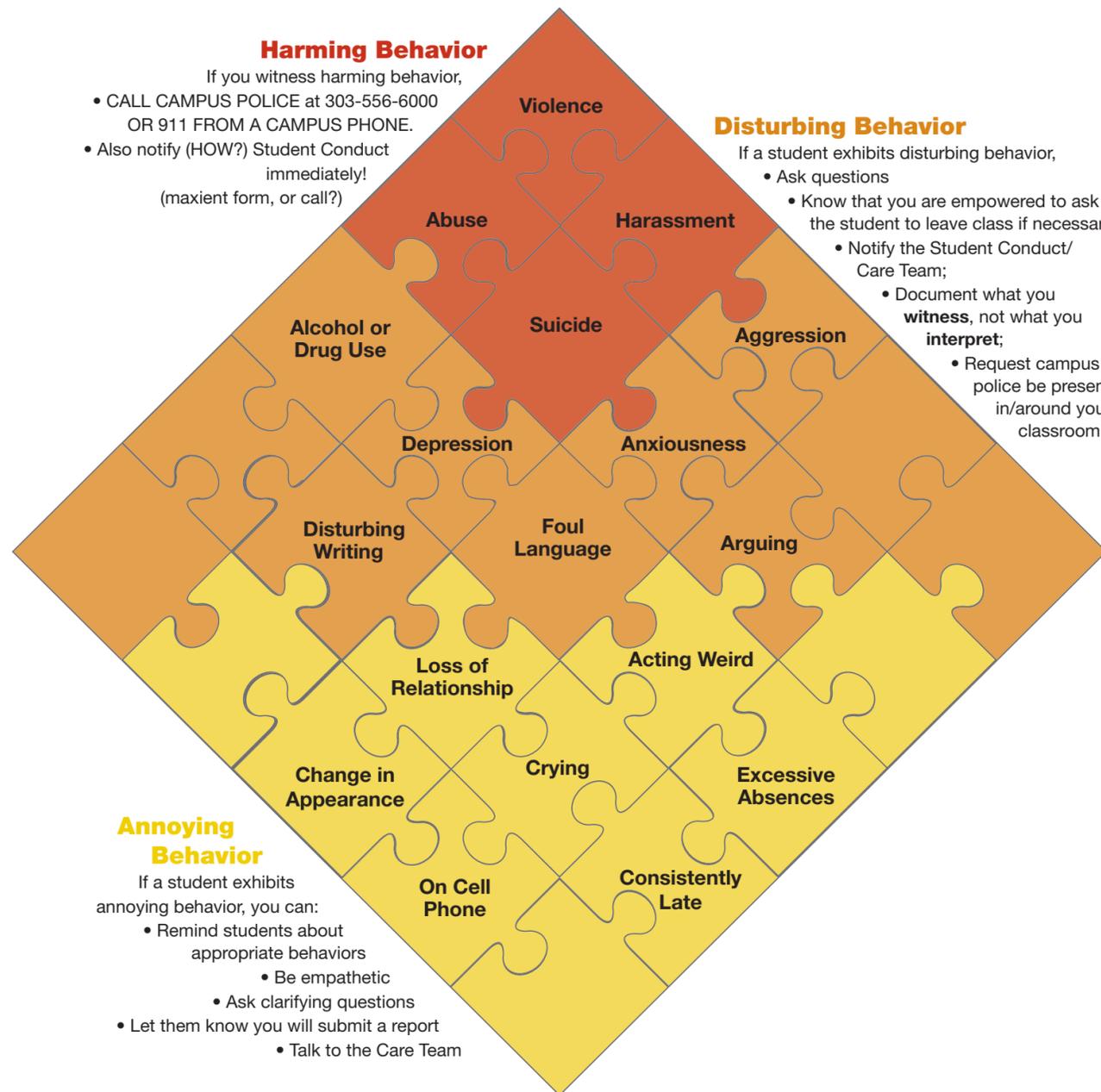
More Information on Student Conduct, contact Jake Kasper
303-556-5445
jake.kasper@ccd.edu
Or
Nicole Taylor
303-352-3244
nicole.taylor@ccd.edu

Student Conduct Mission Statement

The Office of Student Conduct believes that student learning takes place outside the classroom as well as inside the classroom. Our goal is to use the adjudication process as a tool for educating the student on personal conduct, ethical reasoning and community responsibility. We will treat each case individually and each student with respect. We will involve the entire community in a culture of conversation, where reporting is a natural by-product of a sincere commitment to the safety, security and learning environment of the campus.

RECOGNIZING PATTERNS OF DISRUPTIVE BEHAVIOR

Student behavior is often interrelated. Whether it's annoying, disturbing or harming levels of behavior, the Student Conduct/Care Team is here to help. Here are a few tips that can help you prevent and respond to concerning behavior.

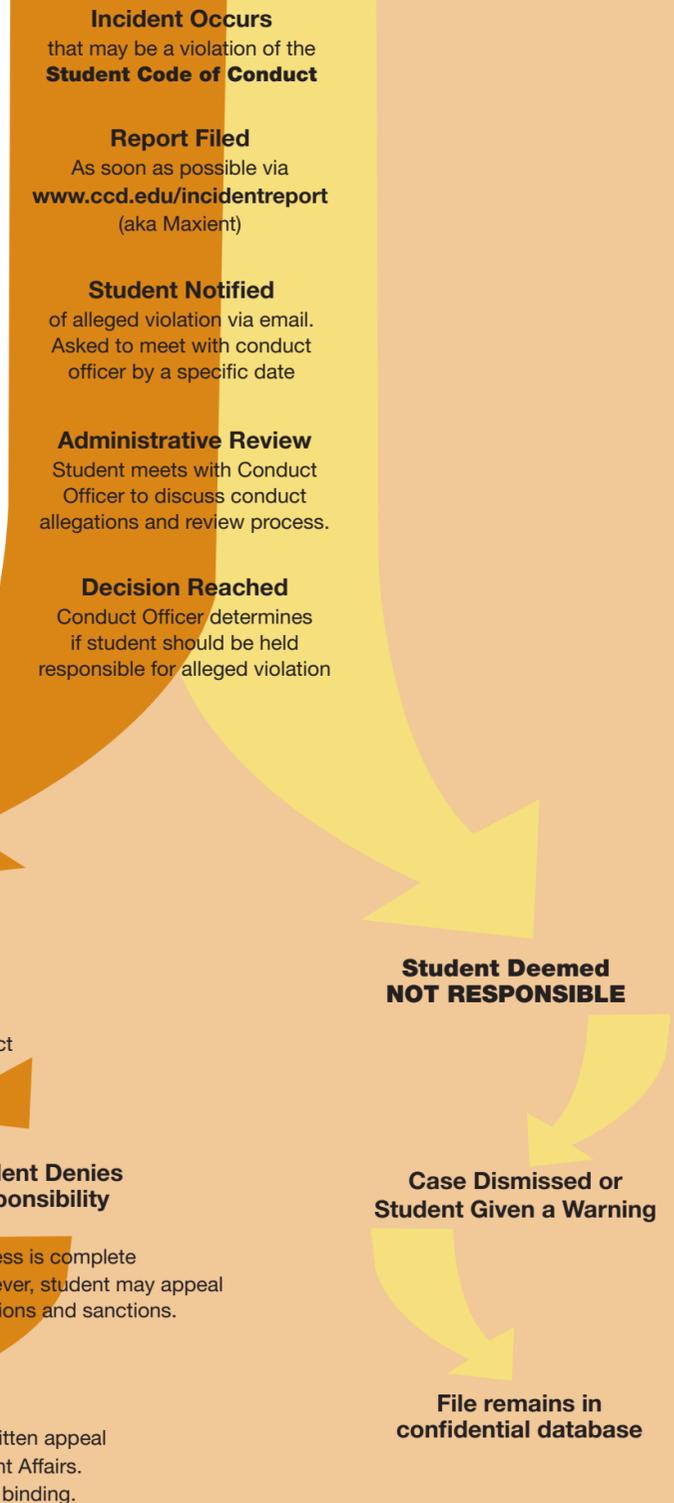


www.ccd.edu/care

WHAT HAPPENS AFTER I FILE A CODE REPORT?

If you file a report on www.ccd.edu/incidentreport regarding a possible violation of the Student Code of Conduct, this is the process:

Remember, you should also fill out a report if you witness **Annoying or Disturbing Behavior**. This allows the Student Conduct and Care Teams to track patterns of behavior and possibly intervene before the behaviors escalate to a **Harming level**.



www.ccd.edu/incidentreport