

RESOURCES FOR CONSULTATION AND REFERRAL

WHEN YOU NEED AN EMERGENCY RESPONSE

<p>EMERGENCY/CRISIS When a student:</p> <ul style="list-style-type: none"> • is a victim of a crime • appears to pose imminent danger to self or others • demonstrates behavior that makes you feel unsafe • has a major injury • is deceased 	<p>CAMPUS SAFETY From campus extensions: 6999 From off-campus phones: 920-832-6999 Appleton Police: From campus extensions: 9-911 From off-campus phones: 911 If you call 911, a dispatcher will listen to your concern and determine an appropriate response. If you call 911, please then call Campus Safety to inform them you have contacted the police.</p>	<p>EMERGENCY SITUATIONS Emergency situations on campus such as natural disasters, public health concerns, health concerns, extremely violent or suspicious behavior (gun or bomb threats) are managed through the Campus Safety office. As in any potentially dangerous situation, please call Campus Safety at 920-832-6999 or the Appleton Police Department by dialing 9-911 (on campus phone) or 911 (off campus phone).</p> <p>Campus Safety also provides education and outreach to the LU community and responds to persons who may suffer from mental health distress and/or may pose a harm to self or others.</p>
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WHEN YOU NEED INFORMATION FOR NON-EMERGENCY CONCERNS & CONSULTATION

<p>PERSONAL CRISIS/COMMUNITY DISTRESS</p> <ul style="list-style-type: none"> • personal tragedy or significant event • harassment or bullying (sexual harassment referred to Title IX) • activities or events that have an impact on the safety of the campus community • isolation from other students • disruptive behavior in any campus location outside of class 	<p>DEAN OF STUDENTS OFFICE 920-832-6596 Monday-Friday 8 a.m.–5 p.m.</p> <p><i>After Hours:</i> Residence Hall Director on duty 920-419-6596</p>	<p>Student Life is available to consult on how to respond to all concerns. Each situation will be reviewed to ensure the appropriate intervention is in place. When necessary, students of concern will be encouraged and/or required to meet with Student Life staff.</p>
<p>ACADEMIC DIFFICULTY</p> <ul style="list-style-type: none"> • poor attendance or performance • low or no engagement in the classroom • student is seeking to take a leave or withdraw • accommodations • disruptive behavior in a class 	<p>CENTER FOR ACADEMIC SUCCESS 920-832-6530 Briggs 117 Walk-in hours 1–3 p.m. Tues. & Wed. and 9–10 a.m. Thurs. Walk-in hours will be held virtually. FACULTY ADVISOR</p>	<p>The Center for Academic Success is available to consult about students who are having academic difficulty. Contact with the student, when appropriate, may include referrals to campus resources. Please contact the student's faculty advisor to discuss concerns in addition to contacting CAS.</p>
<p>ACADEMIC DISHONESTY</p> <ul style="list-style-type: none"> • honor code violation 	<p>HONOR COUNCIL honorcouncil@lawrence.edu</p>	<p>The Honor Council is a group of 10 Lawrence students who work on behalf of the entire Lawrence community to uphold the Honor Code and to encourage fair and honest academic work. The council functions as an educational resource and as a judicial body, convening hearings in response to alleged violations of the Honor Code.</p>
<p>PHYSICAL/MENTAL HEALTH</p> <ul style="list-style-type: none"> • stress, anxiety, and/or depression • suicidal thoughts or emotional disturbances • grief • sleep or eating concerns • illness or injury 	<p>WELLNESS SERVICES 920-832-6574 Health: 7:30–11:30 a.m. and 1–4 p.m. Counseling: 8–11:30 a.m. and 1–4:30 p.m. 24-hour counseling line 920-419-8167</p>	<p>Wellness Services is available to consult on how to respond to student health concerns. Urgent cases will be assisted immediately. Counseling is not able to provide outreach to students. Urgent appointments are available Monday–Friday 8 a.m.–4 p.m.</p>
<p>TITLE IX AND OTHER SEXUAL MISCONDUCT</p> <ul style="list-style-type: none"> • Sexual Harassment and Retaliation as defined under the Title IX Grievance Policy. • Other Non-Title IX sexual Misconduct: related to gender identity, gender expression, sexual orientation, or other gender based harassment not involving conduct of a sexual nature. • Note: Discrimination and sexual harassment on any bases covered by Federal anti-discrimination statutes is unlawful and a violation of applicable Lawrence University policies. 	<p>TITLE IX Shaniqua Crawford J.D., Title IX Coordinator; 920-832-7496; Brokaw rm. 101; email: titleix@lawrence.edu; website: go.lawrence.edu/diversity</p>	<p>Faculty and staff are required to report all issues of sexual misconduct to the Title IX Coordinator.</p> <p>Note: The Title IX Coordinator is deemed the Official with Authority (OWA): defined as the employee vested with the explicit responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of Lawrence University. For more information go to go.lawrence.edu/misconduct.</p>

HELPING STUDENTS IN DISTRESS: GENERAL GUIDELINES

DESCRIBE – Reflect on what you have experienced that has led you to feel concerned about the student. Focus on the observable behaviors and on how it appears to be impacting the student's life.

INITIATE CONTACT – Don't ignore strange, inappropriate or unusual behavior(s). Talk to the student privately, in a direct and matter-of-fact manner, indicating your observations and concerns. Be sure to focus on the behaviors that were displayed and express your concern about how it appears to be impacting the student. Early feedback, intervention, and/or referral can prevent more serious problems from developing.

OFFER SUPPORT AND ASSISTANCE – Your interest, attentive listening, and concern may be pivotal in helping a troubled student. Avoid criticisms or sounding judgmental. Allow the student time to respond and acknowledge that their perception may be different. Summarize the essence of what the individual has told you as a way of clarifying the situation. Validate feelings while also encouraging positive action by helping the student to define the problems and generate coping strategies.

REFER – Know your limits as a helper: only go as far as your expertise and resources allow. When a student needs more help than you are able or willing to give, a referral is appropriate. It is also important to inform the individual or department to whom you have referred the student.

FOLLOW UP – Plan to follow up as appropriate with the student. This may include checking in later that day or the next day if there is a safety concern. In other situations, it may be advised to follow up in a week or two. It is recommended to follow up on all referrals.

CONNECTING A STUDENT TO RESOURCES

Early Alerts Online Form: Referrals submitted through this form (available on the Student Life home page) are shared with the Early Alerts Committee, where committee members will evaluate the concern and follow up within two or three business days. (Emergencies should be directed to 9-1-1; urgent matters should be directed to Campus Safety at 920-832-6999.)

Class Performance Report (CPR): If a student is not meeting course requirements or is earning a grade less than a C-, send the student a class performance report (CPR). The CPR form is sent directly to the student and a copy is sent to both the student's faculty advisor and the CAS.

Sunstone Alert: If you have non-urgent concerns regarding the student's emotional, social, or physical well-being or if you have concerns about the student's behavior, academics, or major, you can send an alert through Sunstone (search Sunstone from the LU home page). Your alert will result in a referral to appropriate campus resources and is not visible to students.

EARLY ALERTS

The Early Alerts team is a group that helps foster Lawrence's commitment to further develop a caring and compassionate campus climate. The Early Alerts team is designed to receive referrals about students of concern and provide early intervention to those who may be struggling academically, socially, emotionally or who may be at-risk of harming themselves or others. The team will carry out the following duties:

1. Share information regarding students of concern
2. Devise a follow-up strategy to address a student's situation
3. Monitor/assess campus trends or events which may negatively impact campus safety/climate

Information needed for effective referral

- Your name and relationship to the student of concern
- A phone number where you can be reached
- The student of concern's name and LU ID# (if known)
- A brief, factual explanation of your concern or observation, including key dates, times, and locations
- What has been done so far to address the concern – conversation with the student, consultation or check in with colleagues – and the student's response to those efforts

If the student is disruptive and uncooperative, appears volatile or dangerous, or is demonstrating immediate harm to self or others: call 9-911 (on campus phone), 911 (off campus phone) or Campus Safety at 920-832-6999 for immediate assistance.

EARLY ALERTS MEMBERS

Dean of Academic Success (co-chair)	Monita Mohammadian Gray
Dean of Students (co-chair)	Curt Lauderdale
Assistant to the President and Secretary to the Board	Christyn Abaray
Associate Dean of the Conservatory	Jeffrey Stannard Nora Lewis (Fall Term only)
Associate Dean of Students for Wellness Services	Richard Jazdzewski
Associate Dean of Academic Success	Kate Zoromski
Athletics Director	Kim Tatro
Director of Financial Aid	Ryan Gebler
Julie Esch Hurvis Dean of Spiritual and Religious Life	Linda Morgan-Clement
Vice President for Enrollment and Communication	Ken Anselment

DOES CONSULTATION WITH EARLY ALERTS REQUIRE THE STUDENT'S KNOWLEDGE AND PARTICIPATION?

There may be times when a student has left your office or classroom, is not yet aware of your concerns, or is not receptive to support. It is still possible to consult with Early Alerts about the student. We can work collaboratively to determine the best alternative for engaging the student in the appropriate intervention.

WHAT ABOUT FERPA?

The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate safety concern; student information may be disclosed to Lawrence staff or faculty who need the information to perform their university functions.

BIAS INCIDENT – BIAS INCIDENT REPORTING PROCEDURE

What is a Bias Incident?

A bias incident is a disrespectful, hostile or harassing act that has a negative impact on individual's educational and/or work experience and is directed at an individual or group because of their actual or perceived membership in a particular identity group. These acts often are rooted in and perpetuate stereotypes while reinforcing institutional and cultural barriers to the success of individuals from groups historically underserved by higher education. To be considered a bias incident, the act is not required to be a crime, nor does it have to violate university policy.

More information can also be found at go.lawrence.edu/diversity. To find this website,

- Scroll to the bottom of the Lawrence website.
- Under information, click on "Diversity and Inclusion".
- Scroll down the page until you see "Report Bias Incidents" on the right side.
- Click on "Bias Report" to file a report.

Reporting Discrimination or Harassment: More information can be found at lawrence.edu/info/offices/human_resources/report-discrimination-or-harassment

**EMPLOYEE
ASSISTANCE
PROGRAM**

for Faculty
and Staff
1-800-222-8590

SUGGESTED STEPS IF YOU LEARN SOMEONE HAS BEEN SEXUALLY ASSAULTED

First – Let the student know that the incident has to be reported to the Title IX Coordinator in compliance with federal law as soon as you understand the conversation to be about sexual misconduct. This allows the student to decide if they want to continue with the conversation knowing there will be a report.

Provide Support – Listen to the student and realize a great deal of trust has been placed in your ability to help. Believe the student, support the student's choices and respect the student's privacy. Let the student say as much or as little as they choose. Do not ask questions about the experience.

Refer to Resources – Health, Counseling and the Dean and Associate Dean of Spiritual and Religious Life can provide confidential assistance and support. The Sexual Assault Crisis Center and the campus advocate can provide community support, and SANE exams are available at ThedaCare Regional Medical Center-Appleton.

Report the Incident – Let the student know that the incident has to be reported to the Title IX Coordinator in compliance with federal law. Explain that the report is information given to the Title IX coordinator. If the student is considering an investigation. Ask the student if you want to fill it out together or after they leave. File the report as soon after the conversation as possible.

For more information on the Lawrence University Sexual Misconduct Policy, refer to go.lawrence.edu/misconduct.

OTHER IMPORTANT OFFICES AND CONTACT INFORMATION

ACCESSIBILITY SERVICES

920-832-7206
Briggs Hall 136
accessibility@lawrence.edu

CAMPUS LIFE

920-832-6600
Warch Campus Center, 4th floor
campus_life@lawrence.edu

CENTER FOR ACADEMIC SUCCESS

920-832-6530
Seeley G. Mudd Library, 2nd floor
cas@lawrence.edu

CENTER FOR CAREER, LIFE & COMMUNITY ENGAGEMENT

920-832-6561
Chapman Hall, 2nd floor
careerservices@lawrence.edu

DEAN OF STUDENTS OFFICE

920-832-6596
Raymond House
deanofstudents@lawrence.edu

DIVERSITY AND INCLUSION

920-832-6744
Sampson House, 2nd floor
div-inclusion@lawrence.edu

DIVERSITY AND INTERCULTURAL CENTER

920-832-6695
Memorial Hall 113
diversitycenter@lawrence.edu

FINANCIAL AID

920-832-6583
Brokaw Hall, 1st floor
financial.aid@lawrence.edu

INTERNATIONAL STUDENT SERVICES

920-832-6509
International House
internationalhouse@lawrence.edu

REGISTRAR

920-832-6583
Brokaw Hall, 1st floor
registrar@lawrence.edu

SPIRITUAL AND RELIGIOUS LIFE

920-832-7167
Sabin House
linda.morgan-clement@lawrence.edu

STUDENT ACCOUNTS

920-832-6547
Brokaw Hall, 1st floor
student_accounts@lawrence.edu

WELLNESS SERVICES – HEALTH, COUNSELING

920-832-6574
Buchanan Kiewit Wellness Center, 2nd floor
wellnessservices@lawrence.edu

TIPS

FOR FACULTY/STAFF
WHO HAVE CONCERNS
ABOUT A STUDENT

- Use active listening skills to assess the student's concerns and better understand how to offer the appropriate assistance.
 - If you have been made aware of sexual misconduct, contact Title IX.
 - Lawrence University is committed to providing a workplace, educational, and living environment, as well as other benefits, programs, and activities that are free from sexual harassment and retaliation.
 - The Title IX Office works diligently to ensure the equitable intake, investigation, resolution, and implementation of supportive measures aimed to end, remediate, and prevent sexual harassment, and retaliation prohibits under the Title IX Grievance Policy.
 - Lawrence University is committed to addressing alleged Non-Title IX sexual misconduct, and retains authority to investigate and adjudicate allegations through a separate grievance process, as outlined under the Student Handbook.
 - Don't promise complete confidentiality to a student. In cases where the student is in danger of hurting themselves, information may need to be shared to maintain a student's safety or the safety of others.
 - Document your interactions with the student in case the situation escalates.
 - Know your limitations. You are not expected to serve as a counselor. Instead, offer to make the first call or walk a student to Counseling, 2nd Floor, Buchanan Kiewit Wellness Center, 920-832-6574.
 - Always keep safety in mind as you interact with a student of concern. If you feel that you are or the student is in danger call 9-911 (on campus phone), 911 (off campus phone) or 920-832-6999 (Campus Safety).
 - There are also resources available to you as an employee. If you feel you need to talk to someone about the impact of a situation for yourself, contact the Employee Assistance Program, 1-800-222-8590.
- Call an Early Alerts team member to consult or refer.