



Dealing With Concerning Student Behavior

See Something, Know Something, Say Something, Do Something

Disruptive Student or Incident

A student whose conduct is reckless, dangerous, disorderly, or threatening, to others or self.

Examples

- Possession of a weapon
- Suicidal actions or threats
- Acts or threats of violence/sexual violence
- Psychotic episode (e.g., out of control emotions, hearing voices, tangential speech)
- Student injury, illness, or death
- DACA/Immigration & Customs Enforcement (ICE) Inquiries

To Get Help

If you are concerned about a disruptive student or incident, **Call 911** or Public Safety.

Report Incident To Public Safety: Call (714) 837-6026, 24 hours/7 days a week

Once dispatch is called, appropriate College protocol will be initiated. This may include working with trained crisis responders in the Department of Public Safety, the Mental Health Therapist, or the Office of Student Services.

DISTRESSED STUDENT

A student displaying persistent behaviors such as:

- Overly anxious
- Sad
- Irritable
- Withdrawn
- Confused
- Lacks motivation and/or concentration

- Seeks constant attention
- Demonstrates bizarre or erratic behavior
- Expresses suicidal thoughts

Refer student to the Mental Health Therapist (714) 241-6005 and submit an incident report to the Behavioral Assessment Team (BAT).

DISRUPTIVE BUT NOT THREATENING?

DO

- Ensure your safety in the environment.
- Use a calm, non-confrontational approach to defuse/de-escalate the situation.
- Set limits by explaining how the behavior is disruptive/inappropriate.
- If the behavior persists, notify the student that disciplinary action may be taken. Ask the student to leave. Inform him or her that refusal to leave may be a separate violation subject to discipline.
- Immediately report the incident to the appropriate resource.
- If you believe there is a safety risk, contact Public Safety.

DON'T

- Assume the role of therapist.
- Ignore a feeling that something is not right.
- Tolerate rudeness or disrespect.
- Assume someone else will report or intervene.
- Remain in a situation if you feel unsafe.
- Feel like you must handle the situation alone.

Title IX Reporting

Coastline is committed to providing an environment free from gender-based discrimination or harassment. As such, the college does not tolerate any such behavior, which includes sexual assault, sexual harassment, gender-based harassment, and relationship violence.

Reporting Title IX Incidents

Coast Community College District requires all employees to report all forms of sexual harassment (sexual assault, domestic violence, stalking).

1. If a student discloses that a form of sexual harassment has recently occurred, stay with them in a safe place and contact on-site Public Safety officer or the Main Office at (714) 837-6026.
2. Regardless of when the incident occurred, your responsibility as a college employee is to support the student, by:
 - referring them to trained staff in the Title IX Office, who can support the survivor.
 - encouraging them to visit a Mental Health Therapist at (714) 241-6005.

3. As a responsible employee, you MUST report the incident to the Director of Title IX.
4. Calling Public Safety is not the same as filing a crime report. Calling Public Safety allows for a trained staff member to be present to support the student through the process.
5. As a reminder, you are not expected to act as a counselor. The best way to support a student is to refer them to the appropriate services as soon as possible.

For more information please visit Coastline's website at [Coastline Title IX](#)

Title IX Office

Leighia Fleming

Director, Student Equity and Title IX

Fountain Valley Student Services Center, Room 223

Email: Title_IX@coastline.edu

Office: (714) 241-6130

Mobile: (714) 714-1063

ICE Protocol

Coastline College is committed to ensuring that undocumented students' access to a Coastline education is not interrupted. If an ICE agent (or any other local, state, or federal agent) asks for access to the campus or student information:

- Inform the ICE agent that all agency inquiries—including ICE requests for directory information—are processed through the Office of Public Safety and the District Office.
- Immediately contact Public Safety, which is located on all sites, (714) 837-6026.

No unauthorized employee under any circumstances should share information about a student.

- The Director of Public Safety (or highest-ranking member on site) will take the inquiring agent's name, badge number, phone number, the name and phone number of the agent's supervisor, and copies of the warrants and/or subpoena. This information is then forwarded to President's Cabinet.
- The Director will not share any student information unless compelled to by a signed court order or a verified claim of imminent danger to public safety, and this will be done in consultation with legal counsel.
- The Director will notify the District Office and President's Cabinet. Staff in Public Safety and the District Office are fully trained in protocols and procedures and are committed to the protection and safety of our students and staff.

BAT Procedures

How Can I Report?

Reports/concerns about students, faculty, staff and/or a third party can be submitted in a number of ways (listed below in the preferred order of reporting, with the top option being most preferred):

1. The Coastline College [Incident Reporting Form](#)

2. Public Safety Incident Report-Report in person to a Public Safety Officer.
3. Reports may also be made in person, by phone, or via email to any member of the BAT team.

What Happens After I Make The Referral?

1. The BAT Team will review your report and make a decision about whether a BAT intervention is necessary, or whether the student should be referred to another office that can better handle the situation.
2. The focus of BAT is care and concern for students, faculty and/or staff who may be in distress. BAT members determine appropriate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the Coastline community healthy and safe.
3. All incident reports are reviewed and treated seriously.
4. In accordance with privacy laws, BAT members can rarely share outcomes with those who report incidents but will ensure adequate follow up.

How Do I Know Who Should Handle a Situation?

Submit a report about the situation and BAT will take care of the rest, including outreaching and involving other offices and support services, as necessary.



Medical Emergency

CALL 911 and describe the nature of the medical problem and the campus location. If you have been trained, quickly:

1. Control serious bleeding by applying direct pressure on the wound.
2. If the victim is not breathing, begin CPR-Push hard and fast in the center of the chest.
3. If an AED is available, turn on the AED and follow the instructions to use the equipment.
4. Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.
5. Remain with the injured until help arrives.



Active Shooter

Run, Hide, Fight

1. If possible, exit the building and evacuate to a safe area away from the danger.
2. **Call 911.**
3. If you cannot get out of the area but are somewhat distant from the shooter consider hiding out and locking down the area as an option.
4. If the shooter enters your location, your only option may be to fight. Use improvised weapons and coordinate with others. **Do not stop.**



Earthquake Response

If Indoors

1. Immediately **Drop, Cover, and Hold On** under a sturdy desk or table and hold firmly.
2. Be prepared to move with it until the shaking stops.
3. Once the shaking stops, evaluate the need to evacuate. If we do evacuate, do not take the elevator.

If Outdoors

1. Move quickly away from buildings, utility poles, and other structures. Stay in an open area.

Online Information

- BAT Team: <http://www.coastline.edu/behavioral-assessment-team> to report concerning student behavior.
- Title IX: <http://www.coastline.edu/title-ix> to report sexual misconduct, assault, harassment, and relationship violence or for sexual misconduct resources.
- Public Safety: <http://www.coastline.edu/about/public-safety> for all safety issues and concerns.

Emergency Contact Hours

- Public Safety Office, Fountain Valley Student Services Center – (714) 837-6026
- Public Safety Duty Phones:
 - Garden Grove Campus – (714) 837-6071
 - Westminster Le-Jao Campus – (714) 837-6477
 - Newport Beach Campus – (714) 837-6502
- Mental Health Services – (714) 241-6005

BAT Team Core Member Contact Information

Dr. Natalie Schonfeld – Co-Chair

Dean of Students

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