



# 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) 241-6040 (Mon-Fri 8am-5pm)

Once Public Safety is notified, appropriate College protocol will be initiated. This may include working with trained crisis responders in the Public Safety, Mental Health Services, or Student Services Departments.

### 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- Withdrawn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 Services Department (714) 241-6005 and submit an incident report to the CARE Team.

## 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 them that refusal to leave may be a separate violation subject to discipline.
- Immediately report the incident to the appropriate resource.
- Debrief with your supervisor as appropriate (Coastline employees).
- 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).

- If a student discloses that a form of sexual harassment has recently occurred, stay with them in a safe place and contact an on-site Public Safety officer or the Main Office at (714) 241-6040.
  - 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 contact the Mental Health Services Department at

- As a responsible employee, you **MUST** report the incident to the Title IX Coordinator.
- Calling Public Safety allows for a trained staff member to be present to support the student through the process. Including filing a crime report if necessary.
- 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

Dr. Christina Oja

Interim Director, Student Equity and Title IX

Fountain Valley Student Services Center, Room 209

Email: [TitleIX@coastline.edu](mailto:TitleIX@coastline.edu)

Office: (714) 241-6142

## IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) PROTOCOL

The following protocols address all immigration inquiries for students and employees: 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:

- No employee under any circumstances should share information about a student or employee.
- 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) 241-6040.

### Immigration Customs Enforcement (ICE) on Campus?

1

#### Know what to do

If a federal immigration official is on campus and requests access to student information, access to district records or entrance to a facility:

2

#### Stay Calm

Immediate compliance is not required. Our college has state legal procedure we have to follow. Immigration officers are not above state laws.

3

#### Communicate

Politely inform the officer that you are not obstructing their process but must refer them to the proper channels for guidance and assistance. Ask the official to identify themselves by their name, identification number and agency.

4

#### Notify Public Safety Immediately

Contact Public Safety at 714-241-6040

**\*\*Warrant and subpoenas verification are required\*\***

#### FREQUENTLY ASKED QUESTIONS

Can I release student information to law enforcement officials?  
No without official district permission from the Coast Colleges. Student information is governed by the Family Educational Rights and Privacy Act (FERPA), which protects student data.

Will the Coast Colleges Campus Safety enforce federal immigration laws?  
No. The Coast Colleges will not.

- Not enter into agreements with law enforcement agencies or federal departments for the enforcement of federal immigration law.
- Not honor immigration hold requests.
- Not contact, detain, question or arrest individuals solely on the basis of detention or suspected immigration status.

The Coast Colleges will continue to support and uphold SO SA, AB 4, and AB 71 which prohibit cooperation with federal immigration outcomes.

The Coast Colleges will continue to work at all levels of government to advocate for the rights of our diverse student population to obtain a quality education.

Since the Coast Colleges are an open campus, can law enforcement officials access all areas of campus without permission?  
No. Although the Coast Colleges are public institutions, there are areas on campus that have restricted access, including classrooms, locked offices or areas marked as "restricted personnel" that cannot be accessed without official district permission.

Are there different rules for international students?  
No. Campus policies also pertain to international students.



# CARE 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):

- The Coastline College [Incident Reporting Form](#)
- Public Safety Incident Report-Report in person to a Public Safety Officer.
- Reports may also be made in person, by phone, or via email to any member of the CARE team.

## What Happens After I Make The Referral?

- The CARE Team will review your report and make a decision about whether a CARE intervention is necessary, or whether the student should be referred to another office that can better handle the situation.
- The focus is care and concern for students, faculty and/or staff who may be in distress. CARE 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.
- All incident reports are reviewed and treated seriously.
- In accordance with privacy laws, CARE 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 CARE will take care of the rest, including outreach 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:

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

## Active Shooter

- If possible, exit the building and evacuate to a safe area away from the danger.
- 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.
- 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

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

## EMERGENCY CONTACT HOURS

- Public Safety Office, Fountain Valley Student Services Center – (714) 241-6040
- Mental Health Services – (714) 241-6005

## CARE TEAM CO-CHAIR CONTACT INFORMATION

Dr. Leighia Moore- Fleming – Co-Chair

Dean of Students

[Dos@coastline.edu](mailto:Dos@coastline.edu)

(714) 241-6130

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