NO IMMEDIATE DANGER – DISTRESSED STUDENT
(Examples: journal writings of concern, e-mail messages, phone messages, aggressive or hostile written communications, passive harassment behaviors, stalking behaviors, Passive Threats of Harm, Suicide)

Note: The student’s behavior needs to be reported and assessed.

1. Complete the ASSIST Report Form found in the Student Intervention Icon. The ASSIST Team will review the documentation and determine next steps. If it is determined there is a student code of conduct violation the student conduct process will be initiated as appropriate.
2. Refer the student to personal counseling by having him/her call (443) 518-1340 for an appointment or by walking him/her over to the Academic Support, Counseling and Career Services office in RCF 302 to schedule an appointment. Students in crisis will be seen immediately during normal office hours. If you do not walk the student to the Counseling Center, please call the counseling office (443) 518-1340 and let them know you have sent a student over to be seen. For guidance on how to refer a student see our Guide located at: http://www.howardcc.edu/students/counseling_career_services_and_job_assistance/personal_counseling/Working%20with%20Students%20in%20Distress
3. Discuss your report and observations with your Division Chair.

DISTRESSED STUDENT

Faculty and staff are often the first contact for our students. While faculty and staff are not expected to function as mental health professionals, it is helpful to have some awareness of the signs of distress, as well as of the appropriate referral resources. Signs of student distress include but are not limited to:

• Marked changes in academic and class performance.
• Odd behavior or appearance, or sudden change in behavior or appearance.
• References to suicide, homicide or death.
• Confusion, sadness, anxiety, irritability.
• Lack of concentration or motivation.
• Drug or alcohol use, being impaired in the classroom.

**HOW YOU CAN HELP**
You are encouraged, whenever possible, to speak directly to a student when you sense that he/she is having academic and/or personal difficulties. If you feel comfortable doing so, openly acknowledge to the student that you have noticed her/his distress, that you are sincerely concerned about his/her welfare, and that you are willing to help explore his/her alternatives. Tell them about the free personal counseling services provided through HCC’s Counseling and Career Services office. Assure the student that what she or he discusses with a personal counselor will not be shared unless she or he gives the counselor written permission to do so. It is important to note that referrals are most effective:

• When you escort the person to Counseling and Career Services
• When you call ahead and make an appointment (443) 518-1340, and
• Are much less effective when you merely suggest that the student see a counselor

**FACULTY GUIDES ON WORKING WITH STUDENTS IN DISTRESS AND ON CONFRONTING SUBSTANCE ABUSE ARE AVAILABLE AT:**

http://www.howardcc.edu/students/counseling_career_services_and_job_assistance/personal_counseling/faculty_and_Staff.html