

Student Support Services Guide

Assisting Students in Distress

Emergency Situations

A student's behavior poses an immediate threat to that student or others.

Examples

Behavior

Seriously troubling and/or exhibiting clear distress
Hostility/aggression
Violent /unsafe behaviors
Suicidal/homicidal threat
Display/allusion to a weapon

Health

Serious illness
Serious injury
Under the influence
Evidence of self-injury

Gender-based Misconduct

Rape
Sexual assault

Non-Emergency Situations

A student's behavior is concerning but does not pose an immediate safety risk for that student or others.

Examples

Behavior

Evidence of substance use
Disruptive behaviors
Evidence of poor self care
Significant mood changes

Health

Evidence of substance use
Untreated medical condition

Gender-based Misconduct

Verbal harassment
Harassing emails/letters
Stalking
Past sexual trauma

Union Campus: Call Kean University Police

911 or 908-737-4800

24 hours/7 days a week

Kean Ocean: 911 or 732-255-0451

Skylands Campus: 911

Once dispatch is called, appropriate University protocol will be put into place. This may include working with trained responders in the Department of Public Safety/Police, or a referral to the appropriate office for student support services

Submit a KUBIT Report

(Kean University Behavioral Intervention team)

www.kean.edu/offices/kubit

A distressed student may also be referred for services if he/she is open to support.

(See back of this folder for list of campus services)

For non-emergencies outside of business hours, contact Campus Police non-emergency number at 908-737-4800.

Making a Report

Please find below some helpful information when reporting an incident involving a student in distress.

KUBIT (Kean University Behavioral Intervention Team)

Students who display concerning behaviors can be reported to KUBIT by completing the incident report form on the KUBIT website: www.kean.edu/offices/kubit. Once submitted, the KUBIT team will review the report and strategize a response that supports both the reporter and the students involved. Every incident is taken seriously, reviewed, and thoroughly addressed.

Questions about KUBIT? Call the Office of the Vice President of Student Affairs at 908-737-7080.

Responsible Employees

All University faculty and staff are designated “*responsible employees*”, that is, they are required to formally report any and all incidents of sexual misconduct or gender-based violence that they observe or that is reported to them. All reports must be made to the Title IX coordinator on campus.

The only employees who are not required to make formal reports of such incidents are Counseling Center clinicians, Student Health Services medical staff, the Student Support Services Advocate, and clergy in Campus Ministry. These individuals can maintain confidentiality with a student who reports a sexual misconduct incident.

When working with a student who is reporting an incident of sexual misconduct, it is important for the “responsible employee” to inform that student of his/her obligation to file a formal report.

Understanding the Role Of FERPA and Confidentiality

Reporting faculty/staff are encouraged to provide as much information as possible concerning student(s) with concerning behaviors. However, in the process of addressing the incident, there may be limitations in how much information can in turn be shared with the reporting faculty/staff.

FERPA (Family Educational Rights and Privacy Act):

According to FERPA, information from student education records may be shared within the University by those officials with a “legitimate educational interest” (as defined in the Annual Campus Security and Fire Safety Report).

Student information from records, files and data will not be disclosed by any means outside the University without the written consent of the student, except when it is considered directory information or in response to a subpoena or court order, under an exception to FERPA, or for specifically designated educational and governmental officials as required by FERPA.

Confidentiality:

Confidentiality is a critical requirement for an effective professional counseling and medical relationship. As such, the Kean Counseling Center and Student Health Services are unable to give information back to the referring faculty or staff without the student’s permission.

Exceptions to the usual rules of confidentiality may be made in situations involving danger to self, danger to others, child/elder abuse and court orders.

You are encouraged to report any and all incidents that concern you. **When in doubt, submit the report.**

Connecting Students to Resources:

Many students may not be aware of the resources and support available to them on and off campus. Successfully connecting them to the appropriate office may be the first step in helping them get back on track.

Confidential Student Support Services:

Student Health Services:

Services for students with illness, injury, or other health concerns
www.kean.edu/offices/student-health-services or call at 908-737-4880
Downs Hall 126 M-F /9am-5pm

Counseling Center/Alcohol and Other Drug Services:

Services for students with emotional, social, or behavioral concerns or alcohol /drug use issues.
www.kean.edu/offices/counseling-center or call at 908-737-4850.
Downs Hall 127 M-F /9am-5pm

Student Support Services Advocate:

Confidential advocacy services for students (survivors or alleged perpetrators) involved in an incident of gender or sex-based harassment or violence.
www.kean.edu/offices/student-health-services or call at 908-737-4880
Downs Hall 126 M-F /9am-5pm

TITLE IX Reporting

Kean University is committed to providing an environment free from gender-based discrimination or harassment. Through its Title IX office, the university fully investigates any and all reports of sexual misconduct.

BIAS Reporting

The University does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment should report the incident to the appropriate office or responsible employee.

Students can contact the Title IX/Affirmative Action office directly at:

Title IX Coordinator/Affirmative Action Programs
Townsend Hall, Room 133 (908) 737-3330

SUICIDE HOTLINE NUMBERS

Trinitas Hospital 24 hour Hotline:
908-351-6684

NJ Hopeline:
1-855-654-6735

National Suicide Prevention Hotline:
1-800-273-8255

Veterans Crisis 24-hour Hotline:
1-800-273-8255 (Press 1)

Supporting a Student who has Experienced Sexual Misconduct:

University faculty and staff are not expected to take on the role of counselor, however as designated “responsible employees”, you are required to report any and all incidents of sexual misconduct or gender-based violence to the Title IX coordinator:

Here are some tips when working with students who have experienced bias or sexual misconduct.

- Inform the student that you are a “responsible employee” for the University.
- Listen non-judgmentally and be supportive.
- Validate the student’s feelings.
- Inform the student about ways they can make a formal report to Kean Police, the Office of community Standards and Student Conduct, or the Title IX office.
- Inform the student about confidential student support services.
- Contact the Title IX coordinator and make a report.

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Student Referrals – Non-Emergency Consultation Resources

(In an emergency, call 911. The contact information below is for consultation Monday through Friday during Kean University’s regular business hours.)

Kean Union Campus

<u>Behavioral Intervention Team</u>	908-737-7080	www.kean.edu/offices/kubit
To fill out a report about a concerning student		KUBIT reports can be submitted 24 hours / 7 days a week
<u>Counseling Center</u>		
<u>Alcohol & Other Drug Services</u>	908-737-4850	www.kean.edu/counseling-center
To consult or refer a student for counseling, alcohol/other drug services		
<u>Student Health Services</u>	908-737-4880	www.kean.edu/offices/student-health-services
To consult or refer a student for medical services		
<u>Student Support Services Advocate</u>	908-737-4880	www.kean.edu/offices/student-health-services
To consult or refer students for issues related to sexual misconduct		
<u>Office of Community Standards and Student Conduct</u>	908-737-5240	www.kean.edu/offices/community-standards-student-conduct
To consult or report incidents of student misconduct		
<u>Office of Disability Services</u>	908-737-4910	www.kean.edu/offices/disability-services
To consult or refer students for disability concerns		

Kean Skylands Campus

Members of the Skylands campus community may contact the resources detailed above to coordinate assistance in non-emergency situations

Kean Ocean Campus

Career, Employment & Counseling Services	732-255-0400 x2945	www.ocean.edu/content/public/study-on-campus/campus-life/career-employment-counseling-services.html
Center for Student Success	732-255-0456	www.ocean.edu/content/public/study-on-campus/campus-life/center-for-academic-services.html