KEAN

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

**Union Campus: Call Kean University Police**
**911 or 908-737-4800**
24 hours/7 days a week

**Kean Ocean Campus Security:**
**911 or 732-255-0451**
**Skylands Campus: 911**

Once a 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.

## 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

**Submit a KUBIT Report**
(Kean University Behavioral Intervention team)
https://www.kean.edu/kubit-cares

**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: https://www.kean.edu/kubit-cares. 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 908-737-5260.**

## 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, Health Services medical staff, the Student Support Services Advocate, Cougar Connections Social Workers, 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, Counseling Center clinicians, Health Services medical staff, the Student Support Services Advocate, Cougar Connections Social Workers, and clergy in Campus Ministry 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 supports 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 908-737-4880
***Downs Hall 126***

### 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 908-737-4850.
***Downs Hall 127***

### 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 908-737-4880
***Downs Hall 126***

### Cougar Connections:
Support services for students with food, housing, clothing and personal or family crises
www.kean.edu/cougar-connections or call 908-737-0530
***Center for Academic Success 224-228***

### Campus Ministry:
The office allows for the chaplains to meet with students in groups and for one-to-one counseling.
www.kean.edu/campus-ministry
***East Campus 218***

### Accessibility Services:
Provides assistance and accommodations for all students with documented medical, learning, emotional and/or physical disabilities both temporary and permanent
www.kean.edu/offices/counseling-center or call 908-737-4850.
***Downs Hall 122***

## SUICIDE HOTLINE NUMBERS

**Trinitas Hospital 24 hour Hotline:**
**908-351-6684**

**NJ Hopeline:**
**1-855-654-6735**

**National Suicide Prevention Hotline:**
**988**

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

## BIAS Reporting

**Kean University is committed to a campus environment that welcomes and supports diversity, equity, and inclusion and will provide support to individuals who report incidents of bias or hate. A bias incident is a single act or multiple acts directed toward an individual or group on the basis of actual or perceived race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Bias incidents include acts of bigotry, hate crimes, harassment or intimidation committed on campus. This includes, but is not limited to, slurs, graffiti, written messages, or images that harass or intimidate individuals or groups because of their membership in the listed protected classes. Students who believe they have been subjected to discrimination or harassment should report the incident to the Office of Diversity, Equity, and Inclusion at 908-737-3372 or www.kean.edu/diversity-equity-inclusion**

## 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.**

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

Title IX Coordinator/Affirmative Action Programs
East Campus, Room 204 (908) 737-5980

## 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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# ASSISTING STUDENTS IN DISTRESS

**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

| | | |
|---|---|---|
| **KU Behavioral Intervention Team**<br>To fill out a report about a concerning student | 908-737-5260 | www.kean.edu/offices/kubit<br>**KUBIT reports can be submitted 24 hours / 7 days a week** |
| **Kean Counseling Center**<br>**Alcohol & Other Drug Services**<br>To consult or refer a student for counseling, alcohol/other drug services | 908-737-4850 | www.kean.edu/counseling-center |
| **Student Health Services**<br>To consult or refer a student for medical services | 908-737-4880 | www.kean.edu/offices/student-health-services |
| **Student Support Services Advocate**<br>To consult or refer students for issues related to sexual misconduct | 908-737-4880 | www.kean.edu/offices/student-health-services |
| **Student Accountability, Standards & Education**<br>To consult or report incidents of student misconduct | 908-737-5240 | www.kean.edu/offices/community-standards-student-conduct |
| **Accessibility Services**<br>To consult or refer students for disability concerns | 908-737-4910 | www.kean.edu/oas |
| **Cougar Connections**<br>To consult or refer students for food, housing, clothing and personal or family crises | 908-737-0530 | www.kean.edu/cougar-connections |

## 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 |

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