

NMJC REFERRAL GUIDE

Campus Safety

Student Code of Conduct

CARE Team

Student Resources

Counseling/Accommodations

WHAT

Emergency Situations

Immediate safety concerns, or violations of the law.

Significant Disruption

Behavior that appears to have violated the Student Code of Conduct.

Potential Threats

Violence or concerns that are not manageable.

Outreach & Resources

Academic coaching, tutoring, food pantry, clothes assistance, internal and external resources.

Mental Health Issues

Anger, outbursts, personal problems, crisis intervention, substance abuse, hygiene, etc. **Accommodations or Access** questions for students with a disability.

WHO

Any individual or group

Student, faculty, staff, parent, former student, visitor, etc.

Students

Current or former students, visitor or parent

Students

Students

WHEN

Immediately

Especially when safety is in question.

Timely Manner

Preferably the day of the incident.

Timely Manner

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Timely Manner

To get students directed to departments that can help.

As Soon As Possible

To get students directed to departments that can help.

WHY

Immediate Threats

And/or for support while you intervene/confront.

Formal Action

Action by the College is warranted and will be documented and investigated

Situation Awareness

The CARE team can gather information, assess, and act if warranted.

Collaboration

Work in conjunction with Academic Coaches, faculty / staff, and students to develop a plan of action and create documentation.

Support, intervention and awareness

ALSO

Other Services:

Orders of protection, filing a report, or safety escorts.

Academic Dishonesty:

Academic Deans
575.492.2646 / 575.492.2841

Centralized Tracking

Track incidents with same individual across departments, report how the situation was addressed, and case monitoring.

Intervention

Detect problems or barriers early and get students resources either internally or externally to address specific needs to be successful.

Resources

Information and referral Campus & Community Services; availability of service and funding. 24/7 Mental Health Counseling -Timely Care

HOW

Chief of Campus Safety

575.492.2530

Immediate Assistance: **575.399.2033**

Website Reporting:
https://www.nmjc.edu/current_student/campus_safety/index.aspx

Dean of Students

575.492.2575
575.390.9430 (cell)

Website Reporting:
https://www.nmjc.edu/current_student/campus_safety/index.aspx

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Help Desk

575.492.2577
asknmjc@nmjc.edu

Website Reporting: .
https://www.nmjc.edu/resource_service/academic_success/index.aspx
https://www.nmjc.edu/resource_service/thunderbird_pantry/index.aspx

Counseling & Accommodations **575.492.2576**

Website Reporting:
https://www.nmjc.edu/resource_service/personal_counseling/index.aspx



Documentation & Reporting

- **Objective, detailed, fact based**
- **Write as if the student will read it**
- **Likely subject to FERPA**

Stay away from...

- Speculations and stereotypes
- Opinions
- Labels
- Diagnoses

You don't want a student to feel *SOLD* out.

How do I balance students' rights and college standards?

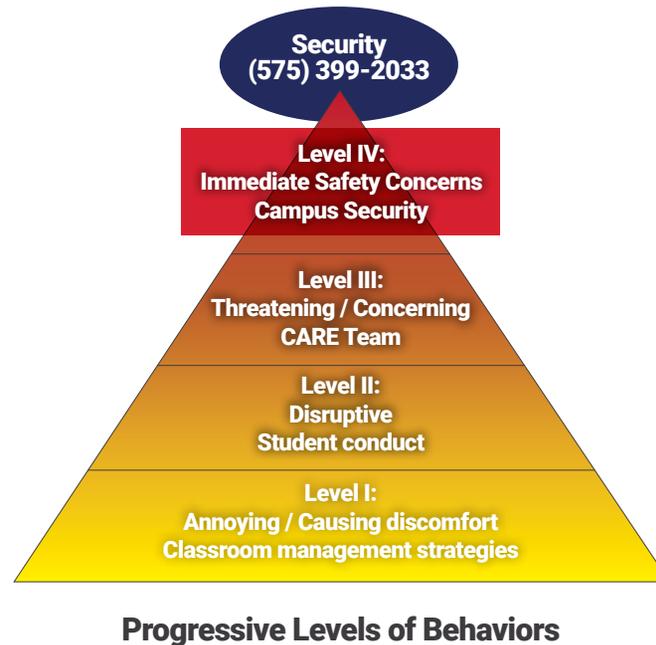
- **Set and communicate** what is expected using your course syllabus and other department / division publications with students.
- **Inform** students of complaint procedures / options.
- Consistently **uphold** appropriate academic standards.
- **Utilize** the campus conduct process when appropriate.
- **Document** student behaviors, your conversations and interventions, and the student's response.

What about FERPA and student privacy?

FERPA is the law that governs student records. You should never feel concerned about sharing information about a possible threat or concern with other campus officials that have a legitimate educational interest in the information. Once you share information and it becomes part of an official record, you could be violating the student's privacy rights if you share it outside of a legitimate educational interest.

Levels of behaviors:

- **Level I: Annoying / Causing discomfort**
Classroom management strategies
- **Level II: Disruptive**
Student Conduct
- **Level III: Threatening / Concerning**
CARE Team
- **Level IV: Immediate safety concerns**
Campus Safety



STUDENTS MAY:

- Be odd or creepy.
- Have a psychological condition.
- Have a disability (*disclosed or not*).
- Have different opinions than you.
- Challenge your opinion.
- Have a criminal history.
- Be entitled or self-centered.
- Have different cultural expectations.

STUDENTS MAY NOT:

- Disrupt the educational environment.
- Engage or threaten violence against others.
- Steal, cheat, harass, etc.
- Fail to comply with official college directives.
- Violate the standards of the college.
- Violate the law.

SUMMARY

- Set and articulate expectations for behavior.
- Apply expectations consistently, taking into consideration accommodations.
- Address concerns while they are minimal, don't wait for things to explode.
- Respond to behaviors rather than judge an individual.
- Report information and document appropriately.
- Use campus resources at any stage.
- Remember the power of conversation.