

# THE FIRST CONTACT

## Front-Line Staff, Instructors & Administrators



### **AGGRESSION**

If you see or are dealing with aggressive behavior or other unusual situations:



#### **Campus Safety & Security**

A Safety & Security Officer will respond, assess and assist.

**Phone: "22" from campus phone**

**Location: B-174**

**In an Emergency dial: 911**



### **DISCIPLINARY ISSUES**

If you have observed behavior that is in violation of the Student Code of Conduct, or is disruptive to the learning environment:



#### **Dean of Students**

The Dean of Students will assist you in dealing with the student and provide proper resources. It is helpful to fill out an incident report.

**Phone: x8734 or x8696**

**Location: A-260**

**Website:**

[www.mchenry.edu/Policy/scc.asp](http://www.mchenry.edu/Policy/scc.asp)



### **EMOTIONAL BEHAVIOR**

If you see, or are dealing with a student who "needs to talk to someone" about a personal concern or is experiencing a psychological or emotional crisis:



#### **Counseling Department**

**Phone: x8765**

**Location: A-262**

**Website:**

[www.mchenry.edu/counseling](http://www.mchenry.edu/counseling)



### **DISABILITY**

If you are working with a person with a disability who is in difficulty, ask them if you may contact:



#### **Bev Albright Special Needs Coordinator**

**Phone: x8676**

**Location: A-257**

**Website:**

[www.mchenry.edu/SpecialNeeds](http://www.mchenry.edu/SpecialNeeds)

### **ILLNESS/INJURY:**

If you see or are dealing with a person who is injured, or whose behavior seems erratic, please contact of Campus Safety & Security immediately, ext."22". For medical/health emergencies, dial 911.

#### **Face2Face Program:**

Students who are having difficulty with absences, low performance in class, lack of participation, or exhibiting unusual behavior can be referred to the Face2Face program. Contact the Counseling Office for more details. The Face2Face Referral form can be found on "InsideMCC" under "forms" and then under the LSSS heading.

### **College Mission:**

At McHenry County College, we value learning, and we put the interests of our students and community first. By providing high quality, affordable and accessible learning opportunities, we enable students to meet their educational, career and personal goals. By sharing our knowledge and resources, we support our community's educational, social, cultural and economic vitality.

*This information is adapted with permission from  
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# FACULTY/STAFF CRISIS GUIDE

## HELPING STUDENTS IN DIFFICULTY

### Students in Distress

The Dean of Students Office has developed this informational guide as a means to assist faculty, staff and the College community when dealing with students in distress.

### Students with Disruptive Behavior

The Student Code of Conduct outlines expectations regarding students' behavior. For a complete version, visit:

**Website:** [www.mchenry.edu/Policy/scc.asp](http://www.mchenry.edu/Policy/scc.asp)

### REFERRAL PHONE NUMBERS

If you are dealing with students in difficulty:

- Be aware of location of nearest telephone, whether it is within the building, or a personal cell phone. All classrooms are equipped with a telephone at the instructor station.
- If the student is a threat to self or others, contact 911 immediately
- If the student is causing classroom disruption, but is not a threat to others, discuss with the student individually, AND report to the Dean of Students.
- You may ask the disruptive student to leave the classroom.

#### Emergency

Campus Safety & Security

Dean of Students

Counseling Department

Special Needs Coordinator

#### Dial 911

x22

x8734 or x8696

x8565

x8676

**If in doubt, always call  
Campus Safety & Security: x22**

#### Disruptive Behavior:

The College has adopted a Student Code of Conduct and Disciplinary Process in order to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. In addition to the code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Acts of academic dishonesty, disruptive student behavior in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the faculty member, the department chair and the executive dean. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

MCC Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Disciplinary action may be initiated by the College and sanctions imposed against any student found responsible of committing, attempting to commit, or intentionally assisting in the commission of violations regarding the Student Code of Conduct provisions.