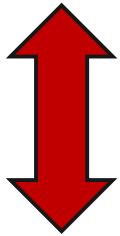


HOW TO REPORT: When a Student or Co-Workers...

REPORT TO TITLE IX:

Disclosed any information that:

- The behavior is unwanted or unwelcome
- The behavior is based on protected class, such as race, gender and others
- It affects a term or privilege of employment or being a student



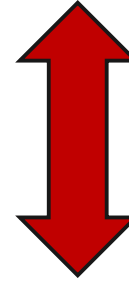
REPORT TO BEHAVIOR INTERVENTION TEAM:

- Disruptive behavior- consists of words and/or actions which have the effect of interfering with College operations and/or the educational or working environment
- Concerning behavior- consists of words and/or actions which would cause a reasonable person to believe an individual's emotional well-being may be at risk
- Threatening behavior- consists of words and/or actions which would cause a reasonable person to believe an individual may put at risk their own safety or that of other members of the College community.



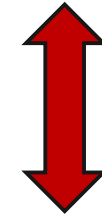
REPORT TO EARLY ALERT TEAM:

- Class Attendance Inconsistency
- Missing Assignments
- Tutoring / Technology Support
- Lack of Textbooks or other Academic Materials



REPORT TO DEANS OR VICE PRESIDENTS:

- Academic Appeal Process- Academic Deans
- Concerns with faculty or classroom management- Academic Deans or VP of Academic Affairs
- Concerns with student services staff or process- Department supervisors or VP of Student Services
- Campus Safety Concerns: VP of Finance & Administrative Services



Submit an [Incident Report](#) online **AND** report to Title IX Coordinator in person or email ASAP. Do not disclose any information after reporting.

Submit an [Incident Report](#) online. If immediate attention is needed contact a BIT Member ASAP to help evaluate the situation and provide support in person. Do not disclose any information

Submit an email to the Early Alert Team using your CCCS email.

Trinidad.EarlyAlerts@trinidadstate.edu

Alamosa.EarlyAlerts@trinidadstate.edu

Do not disclose any information after reporting.

Set up a meeting to meet in person or communicate using your CCCS email for guidance. Do not disclose any information

Reporting should be between you and the person you report the information to.

It is *critical* to respect the process and confidentiality of everyone involved.

WHAT HAPPENS AFTER A REPORT IS MADE?

REPORT TO TITLE IX:

- The Title IX Coordinator will determine the best next steps to move forward and will advise the reporter and all parties involved to not discuss the nature of the case. They will contact additional resources if needed. If you hear from another source about a potential Title IX case, you should contact the Title IX Coordinator immediately and address your concerns. To avoid re-traumatizing anyone involved it is important to keep the information confidential, while following the process of reporting to the correct person.
- You are not obligated to disclose information you reported to your supervisor or anyone else outside of Title IX about the details of the report. You can disclose you made a report without mentioning names or details.

REPORT TO BEHAVIOR INTERVENTION TEAM:

- If the student is in immediate danger of harming themselves or others 911 and a BIT member will need to be contacted asap.
- The person of concern will be contacted asap, by a BIT member. The BIT is trained to assess the baseline of the situation and determine how critical the needs of person of concern are.
- Not everyone operates on the same baseline behavior, so this can be tricky for an untrained person to understand and be able to evaluate. Each person reported to the BIT is offered resources on and off campus to help them.
- You are not obligated to disclose information you reported to your supervisor or anyone else outside of about the details of the report.
- You may be notified if the person was contacted or not. However it is up to that individual to disclose any additional information to you.
- **Do not pressure someone to tell you if they were contacted.**

REPORT TO EARLY ALERT TEAM:

- The student will be contacted by a member of the Early Alert (EA) team to discuss the concerns. The EA team is set in place to mediate and understand the viewpoints of both the reporter and student. The end goal is to help determine the best resources and tactics to help everyone provide an successful environment.
- If additional resources are needed, the report is typically referred to the BIT.
- You are not obligated to disclose information you reported to your supervisor or anyone else outside of about the details of the report.
- You may be notified if the person was contacted or not. However it is up to that individual to disclose any additional information to you.
- Do not pressure someone to tell you if they were contacted.

REPORT TO DEANS OR VICE PRESIDENTS:

- Academic appeal process- Please refer to the Academic Appeal Procedures found in the Student Handbook. (2019-2020 p.25)
- Concerns with faculty or classroom management- TBD in discussion- see supervisor for follow up or support
- Concerns with student services staff or process- TBD in discussion- see supervisor for follow up or support
- Campus Safety Concerns: TBD in discussion- see supervisor for follow up or support

Reporting should be between you and the person you report the information to.

It is *critical* to respect the process and confidentiality of everyone involved.

