

Reference for Guidance or Advice

Anti-Violence Initiatives (609) 771-2571 Forcina Hall, Room 308

- If the student has questions about stalking, or healthy/unhealthy relationships.
- If the student's communications indicate having experienced sexual assault or relationship violence

Mental Health Services, (609) 771-2247 Decker Hall, Lower Level

- If the student's communications indicate loss of touch with reality
- If the student's communications reflect suicidal thoughts or actions, depression, hopelessness, anxiety, or difficulty dealing with grief

Dean of Students (609) 771-2780 Brower Student Center, Room 220

- If the student does something significantly out of character
- If the student acts peculiar and this is cause for alarm
- If the student displays unhealthy or dangerous patterns of behavior

Student Health Services, (609) 771-2889 Eickhoff, Ground Floor

- If the student needs medical care (regardless of their health insurance)
- If the student needs local medical resources or referrals
- If the student needs TB testing, vaccines, or has travel related health needs

Campus Police Services (609) 771- 2345 Administrative Services Building

- If the student threatens safety of self or others or acts in a threatening manner
- If the student refuses to leave classroom or office
- If the student is reporting or initiating a threat or bomb scare
- If the student exhibits behavior that is lewd and indecent

Human Resources, (609) 771-2282 Administrative Services Building Room 101

- If a staff/faculty member, guest/visitor, vendor, or student brings a complaint or concern to your attention
- If a staff/faculty member or supervisor is aware of a concern and/or complaint from a student or any other individual and would like to receive consultation

TCNJ Cares (609) 771-2780 Brower Student Center, Room 220

- Submit a CARE referral: tcnjcares.tcnj.edu
- If the student is not attending class for an extended period of time
- If the student is overwhelmed by a problem with the College
- If the student is debilitated or overwhelmed by a family emergency
- If the student requires a withdrawal or leave of absence
- If the student is having academic difficulty due to physical, psychological, or learning disability or indicates a need for accommodations
- If the student is having academic or personal difficulty and would benefit from additional resources, services, and tailored support

NOTE: Regardless of the situation, contact any of the offices listed above for support or information.

For more information on helping distressed students or referring, visit: tcnjcares.tcnj.edu

Helping Students in Distress

- If you are concerned for your safety or that of others, call Campus Police Services: (609) 771-2345
- If the student is causing a disruption to the classroom or office environment but does not pose a threat:
 - Intervene on impact—discuss the situation with the student to address the inappropriate behavior
 - Ask the student to leave the room
 - Contact Dean of Students Office: (609) 771-2780
 - Always document the behavior, even if only via e-mail to TCNJ Cares: care@tcnj.edu
- When in doubt, call Campus Police Services: (609) 771-2345
- If the student needs financial, nutritional, or other resources: <https://tcnjcares.tcnj.edu/resources/>
- If you are concerned about a student, submit a CARE referral: tcnjcares.tcnj.edu

FACULTY AND STAFF GUIDE: ASSISTING STUDENTS IN DISTRESS

Contacts at a Glance

Campus Resources

- Accessibility Resources Center (609) 771-3199
- Anti-Violence Initiatives (609) 771-2571
- Campus Police Services (24 hours) (609) 771-2345
- Career Center (609) 771- 2161
- Center for Student Success (609) 771-3452
- Human Resources (609) 771-2282
- Institutional Equity and Inclusion (609) 771-2423
- Mental Health Services (609) 771-2247
- Residential Education and Housing (609) 771-2301
- Student Conduct (609) 771-2780
- Student Health Services (609) 771-2889
- TCNJ Cares (609) 771-2780
- Title IX (609) 771-3112

After-Hours Resources

- Campus Police Services (609) 771-2345
- Ewing Police Department (609) 882-1313
- Capital Health Hospital (Mental Health) (609) 396-HELP (4357)

Missing Student

- For notification of a missing student, please call the Dean of Students at (609) 771-2780 during regular office hours (Mon.–Fri., 8:30 a.m.–4:30 p.m.)
- Contact Campus Police Services at (609) 771-2345 outside of regular office hours



At TCNJ, we strive to engage in a culture that cares for and supports one another in order to maintain the safety, health, and well-being of the campus community. As a community of care, we expect that we will reach out to each other in times of need and work together to build a healthy and well campus.

Emergency 24 hours/7 days a week: (609) 771-2345 or 911 from a hardwired phone

Steps to Helping Students

Medical Issues

RECOGNIZE

- Unresponsiveness, sudden change in behavior, or inappropriate response
- Shortness of breath or chest pain
- Bleeding or severe swelling
- Sudden onset of pain
- Seizures
- Obvious physical injury

RESPOND

- Do not move an injured person (unless in immediate danger)
- Immediately call for help
- Check for medical alert information
- Reassure and attempt to calm the injured/ill party
- Stay with person until help arrives

REFER

- **Student Health Services: (609) 771-2889**
- Hours of Operation: M-F 8:30 am-4:00 pm

After-Hours:
health.tcnj.edu/emergencies

- **Urgent Response: 911**
- **Campus Police Services: (609) 771-2345**

Mental Health Issues

RECOGNIZE

- Reference to suicide or hopelessness in conversation or writing
- Significant changes in mood, personal hygiene, or behavior
- Not attending classes
- Marked decline in quality of work or course participation
- Not returning e-mails or e-mailing too frequently
- Consistently comes to office hours to talk about personal problems
- Coming to class or a meeting while intoxicated or high
- Disturbing content in paper/e-mails
- Bizarre behavior or speech

RESPOND

- Safety First: threatening behaviors require immediate action
- Trust your instincts
- Listen sensitively and carefully
- Don't be afraid to ask students directly if they are under the influence of drugs, alcohol, feeling confused, or are having thoughts of harming themselves or others
- Support and use a nonconfrontational approach, a calm voice, and words that highlight your desire to help
- Refer students to Mental Health Services (MHS)
- Report serious or persistent troubling behaviors to appropriate campus departments or offices that have the necessary expertise and personnel to help

REFER

SUPPORT AND REFERRAL

- **Mental Health Services: (609) 771-2247**
- Hours of Operation:
 - M - F 8:30 am - 4:30 pm
- Urgent Response, including threatening behaviors: **Campus Police Services: (609) 771-2345**

Misconduct Issues

RECOGNIZE

HARASSMENT

- Unwanted personal contact, phone calls, text messages, or any type of communication continued after the person has been told to stop

DISORDERLY CONDUCT

- Inappropriate outbursts or persistent interruptions
- Continued arguing beyond the scope of academic debate
- Refuses to follow directions

DISRUPTIVE OR THREATENING CONDUCT

- Throwing items in anger
- Bullying; making threats
- Refusing to leave the classroom
- Refusing others the option to leave
- Brandishing a weapon

RESPOND

ENSURE YOUR SAFETY IN THE ENVIRONMENT

- Use a calm, nonconfrontational approach
- Ask the student to meet with you outside the classroom
- Explain the impact of the behaviors on the class
- Express your concern for the student
- Help student explore options and alternatives and outline your expectations
- Threatening behaviors (such as brandishing a weapon) require immediate call to **Campus Police Services: (609) 771-2345**

REFER

CONSULT

- **Department Chair or School Dean**
- **Student Conduct: (609) 771-2780** or use this online form to make a report: tcnj-advocate.symlicity.com/public_report/
- Urgent Response, including threatening behaviors: **Campus Police Services: (609) 771-2345**

Crime Victimization

RECOGNIZE

- Crying and/or leaving the classroom when sexual violence, domestic violence, stalking, or child abuse is the topic
- Sudden change in academic performance
- Visible bruises on face, throat, arms, or legs
- Sudden changes in demeanor (for example, a formerly assertive student becomes withdrawn, or formerly easy-going student appears angry all the time)
- Appearing to be afraid of another student in the same class

RESPOND

- Listen sensitively and carefully, and believe what the student tells you
- Do not minimize what happened
- Do not blame the student
- Help them to resources
- Encourage the student to report the crime

REFER

VICTIM ADVOCACY

- **24/7 AmiOK Hotline: (609) 433-0360**
- **Anti-Violence Initiatives: (609) 771-2571**
- **Campus Police Services: (609) 771-2345**

REPORT

Dean of Students: (609) 771-2780
Urgent Response, including threatening behaviors:
Campus Police Services: (609) 771-2345

NOTE: When reporting a sexual assault, sexual harassment, or any kind of sexual misconduct, please keep in mind that TCNJ requires all individuals identified as Responsible Employees to report incidents of sexual violence. Your role as an employee is to listen, offer resources and report the information to the Title IX Coordinator.

Title IX : Prohibiting Gender & Sex-Based Discrimination

As a member of the TCNJ community, you have the right to be protected from sex discrimination under Title IX. TCNJ is committed to ensuring that any member of its community who has experienced any form of sexual violence, including sexual assault, dating/domestic violence, stalking, or sexual harassment has a network of support and resources available to them. The College encourages anyone who has been subjected to gender and sex-based discrimination or harassment to report it. The College responds to all reports in a prompt and timely manner to initiate steps to prevent its occurrence and correct their effects, if appropriate.

titleix.tcnj.edu

To file a report: https://tcnj-advocate.symlicity.com/titleix_report/

Title IX Coordinator:

Chelsea Jacoby, Ed.D
(609) 771-3112 • jacobytc@tcnj.edu

Behavioral Intervention Team (BIT)

BIT assists in addressing situations where students are displaying behaviors that are threatening or concerning in nature that potentially impede their own or others' ability to function successfully or safely. BIT assesses reports of troubling behavior and implements interventions that are in the best interest of the College and the individual. Submit detailed information about a student of concern online: tcnj-advocate.symlicity.com/care_report/

Bias Education & Support Team (BEST)

Bias Education & Support Team (BEST) is committed to providing support for those who may have been targets of or affected by bias as well as educating those who have perpetrated bias. BEST works to ensure that appropriate TCNJ resources and expertise are made available to anyone who feels they have been harmed by bias. BEST seeks to assist those who feel aggrieved; to help students, faculty or staff understand how their behavior has affected others; and, over time, to contribute to the promotion of respect and understanding among members of the TCNJ community.

For inquiries about BEST: diversity.tcnj.edu

To report a bias incident, please use the bias online reporting form: tcnj-advocate.symlicity.com/public_report/