

# Office of the Dean of Students

University Contacts	Phone Number
Advising & Academic Support Center	(208) 426-4049
Counseling Services	(208) 426-1459
Dean of Students	(208) 426-1527
Department of Public Safety	(208) 426-6911
Educational Access Center	(208) 426-1583
Employee Assistance Program	1-877-427-2327
Gender Equity Center	(208) 426-4259
Housing and Residence Life	(208) 447-1001
Human Resources	(208) 426-1616
Institutional Compliance & Ethics	(208) 426-1258
Medical Services	(208) 426-1459
Multicultural Student Services	(208) 426-5950
Provost's Office	(208) 426-1202
Registrar's Office	(208) 426-4249
Veteran Services	(208) 426-3744
Violence Prevention & Support	(208) 426-4259
Crisis Response	Phone Number
Emergency	9-1-1
Campus Security & Police	(208) 426-6911
Mobile Crisis (Mental Health)	(208) 334-0808
Idaho Suicide Prevention Hotline	(208) 398-4357
Rape Crisis Hotline	(208) 345-7273
<b>boisestate.edu/deanofstudents</b>	



## RESPONDING TO DIFFICULT SITUATIONS



Help support someone in a difficult situation by keeping in mind the following tips:

- ✓ Find a private and comfortable place to talk. If you're concerned about your own safety, DO NOT meet with the person alone.
- ✓ Set aside adequate time for the discussion, so you're not rushed or preoccupied.
- ✓ Be calm. Pay attention to your demeanor and tone of voice.
- ✓ Listen carefully and attentively.
- ✓ If you initiate the discussion, be as specific as possible about the behaviors that concern you. Provide examples of your observations in a direct and non-judgmental way.
- ✓ Express interest, care, and concern. Remember that although what is being shared may not seem like a crisis to you, it may feel like one to that person.
- ✓ Be direct about the limits of your ability to assist them. Help explore available options and the cost and benefit of each option. Remember that even if you think the person should seek professional help, it's ultimately that person's choice.

Let someone know you

# CARE

Have you observed **disruptive or threatening behavior**?

Are you concerned about the **well-being or safety** of a student, faculty or staff member?

The CARE Team is available to help.

### ✓ ASK YOURSELF

- Is this person's behavior distressingly out of the ordinary?
- Is the behavior getting worse?
- Does the behavior place anyone at risk?
- Is dealing with this behavior beyond my skill level?
- Does my "gut feeling" tell me something is wrong?
- Do I want to discuss my observations and concerns with someone?

**If you answered "YES" to any of the above questions, please seek assistance by submitting a CARE alert at [www.boisestate.edu/care](http://www.boisestate.edu/care)**

**If you are unsure if you should file a CARE alert or have questions about the CARE program, call (208) 426-1527.**

A Faculty Resource Guide to help you navigate student behavior in the classroom can be found at: [boisestate.edu/deanofstudents/faculty-resources](http://boisestate.edu/deanofstudents/faculty-resources)

## SEX-BASED MISCONDUCT



Sexual harassment is a form of sex discrimination prohibited by Title IX of the Education Amendment of 1972 and Title VII of the Civil Rights Act. Sexual harassment includes: sexual assault, sexual advances, requests for sexual favors, and other unwanted verbal, nonverbal, or physical conduct of a sexual nature.

### 1 If someone tells you they have been a victim of SEXUAL HARASSMENT:

- ✔ Enhance personal safety for the person.
- ✔ Do not judge what they tell you.
- ✔ Acknowledge the event.
- ✔ Tell the person that you cannot guarantee confidentiality about the information they have shared.
- ✔ Don't ask questions. Just listen.

### 2 Notify the appropriate office. Reporting sexual harassment and misconduct is mandatory for all faculty and staff. (Policy #1065)

**Office of Institutional Compliance & Ethics, Title IX Coordinator**

(208) 426-1258

For more information, visit [www.boisestate.edu/compliance](http://www.boisestate.edu/compliance)

## STRATEGIES FOR PERSONAL SAFETY



Below are some BASIC steps to increase personal safety.

- ✔ If possible, cease all contact from those you feel threatened by.
- ✔ Carry a fully charged cell phone at all times.
- ✔ Be aware of your surroundings. Vary your daily routine to and from campus, home, work, etc.
- ✔ Maintain a record of all incidents/events. Keep all correspondence including notes, letters, emails, voicemails, text messages, etc.
- ✔ Activate the privacy indicator on your my.BoiseState account.
- ✔ Request a security escort while on campus by calling (208) 426-6911. Service is available 24/7.

# BEHAVIORAL RESOURCE GUIDE

## Responding to Student Crisis

### SEEKING HELP

Knowing who to reach out to for support during times of need can be difficult. Below are some resources commonly referred to.

Resources	Phone Number	Notes
<b>Counseling Services</b>	(208) 426-1459	<ul style="list-style-type: none"> <li>• Located in UHS, Norco Building</li> <li>• Services are confidential</li> <li>• Provides individual, couples, and group counseling</li> <li>• No cost crisis counseling available</li> </ul>
<b>Employee Assistance Program</b>	1-877-427-2327	<ul style="list-style-type: none"> <li>• Provides short-term counseling services for benefit eligible faculty and staff</li> </ul>
<b>Gender Equity Center</b>	(208) 426-4259	<ul style="list-style-type: none"> <li>• Provides safety planning</li> <li>• No cost, confidential support for students experiencing violence</li> </ul>
<b>Security &amp; Police</b>	(208) 426-6911	<ul style="list-style-type: none"> <li>• Security escorts</li> <li>• Report crimes</li> </ul>
<b>CARE Team</b>	(208) 426-1527	<ul style="list-style-type: none"> <li>• File a CARE alert</li> </ul>

Additional resources for responding to students in distress can be found in the **Health Services Reaching Out Handbook**, at [www.boisestate.edu/healthservices/counseling/resources-consultation](http://www.boisestate.edu/healthservices/counseling/resources-consultation)

Additional student support information can be found at [www.boisestate.edu/deanofstudents/student-support](http://www.boisestate.edu/deanofstudents/student-support)

## ADDRESSING DISRUPTIVE BEHAVIOR



Throughout your teaching career, you will encounter some students whose worldviews create interpersonal difficulties for those around them. These students may present with a sense of entitlement, an unwillingness to listen, an inability to take “no” for an answer, disrespectful or verbal abuse toward others, or act in a persistently demanding way. Many factors can contribute to these behaviors, and the behavior itself may manifest in different forms.

### Here are a few things to keep in mind if you have identified disruptive behavior by a student.

- ✓ In most cases, it's best not to address the behavior in front of the class. Ask the student to stay after class.
- ✓ Clearly state the observable behavior, why that behavior is not appropriate, and how the student should conduct themselves in the future.
- ✓ If the behavior continues, or for more egregious behavior, let the student know they must stop the behavior or leave class immediately.
- ✓ Always be clear, direct, and respectful.
- ✓ Avoid using statements like “calm down”. In most cases, this will actually have the opposite effect.
- ✓ Always document the behavior and what action steps were taken.

## Removing a Student from Class

If you ask the student to leave class, they must meet with you as soon as possible in order to return to class. This meeting needs to be prompted by you and is best arranged via email and scheduled for a later date outside of class time. This should be done in accordance with university Policy 2050, including a notification to the Office of the Dean of Students.

**A Faculty Resource Guide to help you navigate student behavior in the classroom can be found at:**  
[www.boisestate.edu/deanofstudents/faculty-resources/](http://www.boisestate.edu/deanofstudents/faculty-resources/)

## Student Absence Notification

When requested, notices can be sent through the Office of the Dean of Students as a courtesy to the student to make instructors aware of a student's absence due to extenuating circumstances. These memos are only notices and do not excuse the student. Students are encouraged to contact their instructors prior to, or immediately upon, their return to discuss their academic obligations.

If you receive one of these communications from our office and/or you feel a student may benefit from this service, please refer to:  
[boisestate.edu/deanofstudents/studentssupport/additionalservices/san](http://boisestate.edu/deanofstudents/studentssupport/additionalservices/san)

## Student Disability-Related Accommodations

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against people with disabilities.

The Educational Access Center plays a central role in ensuring that students with disabilities have equitable access to the educational experience at Boise State. Students with disabilities can request academic accommodations through the Educational Access Center. The Educational Access Center will email letters to instructors and students specifying the accommodations for a particular class. The student is responsible for initiating a meeting with the faculty to discuss the best way to implement those accommodations.

**For questions or concerns, call (208) 426-1583.**





When in doubt,

**REACH OUT**

## Bias and Discrimination

The University does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

**For more information, or if you believe you have been subject to discrimination on the basis of protected characteristics, call (208) 426-1258.**

## Clery Act

University faculty and staff are required to report crimes to the Department of Public Safety for the purpose of calculating crime statistics and evaluating for timely warnings to the campus community pursuant to federal law, the Clery Act. The name of the victim does not need to be reported, just the basic crime reporting information. The submission of this information does not generate a police report. If a victim's name is included, the Department of Public Safety can assist in offering resources to the victim.

**For more information on reporting requirements, please send an email to [crimereporting@boisestate.edu](mailto:crimereporting@boisestate.edu).**

## Confidentiality

Student records are generally confidential pursuant to the federal Family Educational Rights and Privacy Act (FERPA). Faculty and staff may not share student records with anyone who does not have legitimate educational interest in the information or is otherwise authorized by law to have the information.

**However, if a student's behavior is impeding the progress of your class or placing the person involved or others at risk, you should share the information with others; such as your department chair/dean, the Registrar's Office, or the Office of the Dean of Students.**