

**BETHEL**  
COLLEGE

**When in Doubt,  
*Reach Out!***

# Does the Student Need Immediate Assistance?

## YES,

The student's conduct is clearly reckless, disorderly, dangerous, or threatening and is suggestive of immediate harm to self or others in the community.

- **Call Local Law Enforcement – 9-1-1**
- Report the concern to the Threat Assessment Team and the Campus Counselor

### **Bethel College Threat Assessment Team**

- Chairperson – 316-284-5337

**Bethel College Campus Counselor\*** – 316-284-5326 (M-F, 8am-5pm)

## **Threat Assessment Team**

Bethel College's Threat Assessment Team is composed of representatives from key campus departments. The Team meets, at the behest of the Chairperson (Vice President of Student Life) to assess a particular student's physical, emotional, and/or psychological well-being and help that student receive the assistance needed in order to continue being a productive member of the campus community; it also may seek to identify students in crisis. The Threat Assessment Team works quickly and collaboratively to evaluate an individual student's needs, direct them to campus and community resources, and consult with Bethel College offices impacted by a crisis.

# Does the Student Need Immediate Assistance?

## **NOT SURE,**

Indicators of distress are observed but severity is unclear. The interaction has left you feeling uneasy or concerned about the student.

- Call for consultation: Campus Counselor or the Threat Assessment Team

## **Bethel College Conduct Code**

Examples of the Code's prohibited behavior include:

- Conduct that threatens the health or safety of any person (self or others) including:
  - Physical assault or battery
  - Sexual assault, sexual misconduct, dating or domestic violence, stalking (as defined, prohibited, and addressed through the [Equal Opportunity, Harassment & Non-Discrimination Policy and Procedures](#))
  - Bullying, hazing, and disorderly behavior
  - Threats that cause a person reasonably to be in sustained fear for one's own safety or the safety of her/his immediate family
  - Intoxication or impairment through the use of alcohol or controlled substances to the point where one is unable to exercise care for one's safety
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other College activities
- Use, display, storage, or manufacture of weapons or destructive devices

For questions regarding the Student Code of Conduct or to report misconduct that you're unsure about, contact the Vice President of Student Life at 316-284-5337.

# Does the Student Need Immediate Assistance?

**NO,**

I'm not concerned for the student's immediate safety, but s/he is having significant academic and/or personal issues.

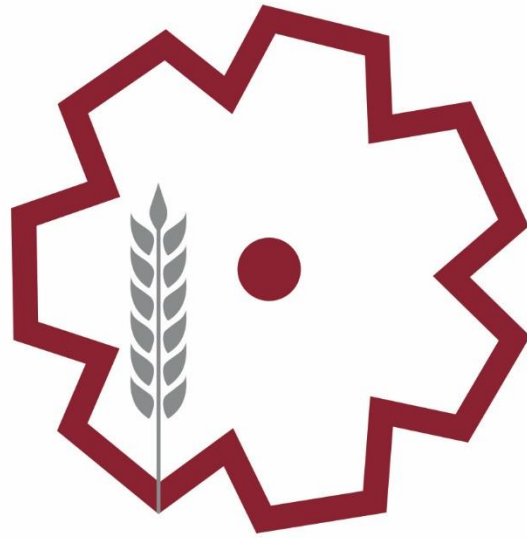
- Refer to appropriate campus resource

## What if a student is disruptive, but does not pose a threat?

- Ensure your safety in the environment. Use a calm, non-confrontational approach
- Set limits by explaining how the behavior is inappropriate
- If disruptive behavior persists, inform the student that disciplinary action may occur
- If the behavior escalates and you believe there is a safety risk, call 9-1-1 and then report the incident to the Threat Assessment Team for a coordinated response

## Campus Resources

Medical Emergency .....	9-1-1
Threat Emergency .....	9-1-1
Vice President of Student Life .....	316-284-5337
Threat Assessment Team, Chairperson .....	316-284-5337
Director of Student Wellness (Campus Counselor).....	316-284-5326
Campus Pastor .....	316-284-5318
Director of Center for Academic Development (Accessibility Services) .....	316-284-5333
Human Resources & Compliance (Title IX) .....	316-284-5248



# **Sexual Misconduct Disclosures**

# Responding to Sexual Misconduct Disclosures

As Bethel College employees you are uniquely positioned to assist students and peers who have experienced sexual harassment, sexual violence, dating/domestic violence, stalking, and other forms of discrimination because you often see the warning signs first (e.g., absence from class or work, decreased productivity, lower grades, social withdrawal, etc.). Students and peers typically tell people they trust, so you may be one of the first to whom someone confides. This brochure contains information to assist you in responding to individuals who are experiencing or have experienced misconduct.

## Mandatory Reporting

**All** Bethel College employees not identified as confidential or specifically exempted otherwise by College policy are designated as Mandated Reporters for all the details they are aware regarding an incident(s) of harassment, discrimination, or sexual misconduct harassment. They are required to share this information with the College's Title IX Coordinator. Incidents of harassment, discrimination, or sexual misconduct will be taken seriously when official notice is given and will then be addressed through the Bethel College [Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures](#).

### Step 1: ***Listen***

- care for the individual and ensure they are safe
  - **If safety is an immediate concern, call 9-1-1**
- avoid judgmental questions—don't ask questions that start with "Why?"
  - Don't ever say "*It's going to be ok*" or that you "*understand*."
  - Don't ever try to relate your own experience to theirs. Your experience is not theirs.

### Step 2: ***Accept***

- tell the individual that you believe them and acknowledge the courage they have shown in talking to you
  - "*You are not alone. I believe you. It's not your fault.*"
- don't blame them or let your facial expression or body language convey doubt or judgment
- because you are not an investigator or adjudicator, your concern should focus on the individual who has disclosed the information to you, rather than on fact gathering or unbiased assessment

### **Step 3: Support**

- tell the individual you are going to help them
  - *"Are you Ok? What can I do to help you?"*
- your support and belief in the individual may be critical to their safety and healing
  - *"You have the right to choose to whom you will speak, what resources you will use, what you say, and when you will say it."*

### **Step 4: Resources**

- refer them to options (e.g., Safehope, local law enforcement, campus counseling, etc.)
- help them make plans, but let them make their own decisions

### **Step 5: Report**

- inform the individual of your reporting obligations
  - *"I may be required to report to the Title IX Coordinator, who will oversee your case and make sure you have received appropriate care."*
  - *"The Title IX Coordinator will keep your information private and will only share it with those who need to know in order to provide resources to you."*
- report all details to the Title IX Coordinator ASAP

## **What Do I Say?**

Discrimination and harassment—particularly sexual harassment, sexual misconduct, or dating/domestic violence—can be a difficult topic to discuss, particularly given your reporting responsibilities. Below is a suggestion for how you might approach the conversation:

*"I appreciate what you have been able to share with me. Before you tell me more, I want to let you know that I will need to contact Jacob Gunden, our Title IX Coordinator. He is the person on campus whose responsibility is to know about incidents like this and he helps support students and coordinate possible next steps. If you would prefer to speak with someone confidentially, let me guide you to our Campus Counselor, our Campus Pastor, or an advocate at Safehope."*

# Sexual Misconduct Terms at Bethel College

## **Consent:**

- knowing, voluntary, and clear permission by word or action to engage in sexual activity.
- Active, not passive and can be withdrawn at any time; silence or the absence of resistance alone is not consent

## ***Quid Pro Quo* Sexual Harassment:**

- an employee of Bethel College conditions the provision of an aid, benefit, or service of Bethel College on an individual's participation in unwelcome sexual conduct.

## **Hostile Environment Sexual Harassment:**

- unwelcome conduct on the basis of sex/gender that, determined by a reasonable person,
- is so severe and pervasive and objectively offensive,
- that it effectively denies a person equal access to Bethel College's education program or activity.

## **Sexual Assault:**

- **Sex Offenses, Forcible:**
  - any sexual act directed against another person,
  - without the consent of the Complainant,
  - including instances in which the Complainant is incapable of giving consent.
- **Sex Offenses, Non-forcible:**
  - Incest:
    - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Kansas law.
  - Statutory Rape:
    - Non-forcible sexual intercourse with a person who is under the statutory age of consent of 16.

## **Sexual Exploitation:**

- taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment.

## **Dating Violence:**

- violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.



## **Domestic Violence:**

- violence, on the basis of sex, committed
  - by a current or former spouse or intimate partner of the Complainant, or
  - by a person with whom the Complainant shares a child in common, or
  - by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas, or
  - by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Kansas.

## **Stalking:**

- engaging in a course of conduct, on the basis of sex, directed at a specific person, that
  - would cause a reasonable person to fear for the person's safety, or
  - the safety of others; or
  - suffer substantial emotional distress.

## **Retaliation:**

- Any adverse action taken against a person participating in a protected activity because of a person's participation in that protected activity (e.g. reporting misconduct, participating in an investigation, etc.)

## **Campus Resources**

\* Confidential Resource

### **Bethel College Office of HR & Compliance (Title IX) – 316-284-5248 (M-F, 8am-5pm)**

- Oversees the College's response to reports of sexual misconduct, including sexual harassment, sexual assault, relationship violence, and discrimination
- Provides students information about available reporting options with Bethel College, as well as guidance and support regarding academic and housing concerns

### **Bethel College Campus Counselor\* – 316-284-5326 (M-F, 8am-5pm)**

- Provides professional and confidential counseling to current Bethel College students

### **Bethel College Campus Pastor\* – 316-284-5318**

- Provides pastoral and confidential guidance to current Bethel College students

## Off-Campus Resources

\* Confidential Resource

**Safehope\*** ([Safehope Online](#)), *Crisis Line* – 1-800-487-0510, Newton, KS 67114

- Confidential, 24-hour non-judgmental support to victims of sexual assault and domestic violence
- Trained staff will help survivors through the medical exam, police questioning, and court appearances, as well as assistance in filing protection-from-abuse orders and victim compensation claims

**The Kansas Crisis Hotline\*** ([Crisis Help Online](#)), 1-888-END-ABUSE (363-2287)

- Confidential, 24-hour state-wide hotline linking victims of domestic violence and sexual assault to local services

**National Sexual Assault Hotline\*** – 1-800-656-HOPE (4673)

**Newton Medical Center** ([Newton Medical Online](#)), Emergency – 911, *Non-Emergency* – (316) 283-2700, 24-hour, 600 Medical Center Dr., Newton, KS 67114

## Reporting Options

**North Newton Police Department**, Emergency – 911; *Non-Emergency* – 316-283-3191

- Provides assistance in pursuing legal action both on and off campus
- Offers transportation to the local hospital for related medical services

**Director of HR & Compliance** (Title IX Coordinator) – 316-284-5248

- Jacob Gunden – Administration Building, [email Jacob Gunden](#)



# **Assisting Students in Distress**

# Distressed Students

Faculty and staff are in good positions to recognize students in distress. Use the following information to help identify and make referrals for distressed students. Things to look for include, but are not limited to:

## **Marked changes in academic performance or behavior**

- Uncharacteristically poor performance and preparation
- Dramatic change in attendance
- Repeated requests for special consideration, especially when this is a change from normal
- Extremes in avoiding or dominating discussions
- Excessively anxious when called upon
- Disruptive classroom behavior
- Intense emotion or inappropriate responses

## **Behavioral or Interpersonal Problems**

- Asking instructor for help with personal problems
- Complaints from other students
- Hyperactivity or very rapid speech
- Tearfulness
- Irritability or angry outburst
- Problems with roommate or family
- Change in personal hygiene or dress
- Dramatic weight loss or gain
- Disjointed thoughts

## **References to Suicide, Homicide, or Death**

- Expressed thoughts of helplessness or hopelessness
- Overt references to suicide
- Isolation from friends or family
- References to suicide or homicide verbally or in writing

## What Can You Do?

**Talk...**to the student in private when both of you have the time and are not rushed or preoccupied.

- Privacy will help minimize embarrassment and defensiveness.

**Listen...**in a sensitive, nonthreatening way.

- Discuss your observations in behavioral, nonjudgmental terms
- *"I've noticed you've been absent from class lately and I'm concerned."*

**Communicate...**understanding by repeating back the essence of what the student has told you.

- Try to include both content and feelings (*"It sounds like you're not accustomed to such a big campus and you're feeling left out of things."*)
- Let the student talk

**Give Hope...**assure the student that help is available.

- Help the student identify options for action and explore the possible consequences

**Maintain...**clear and consistent boundaries and expectations.

- Be frank with the student about the limits on your ability to help them

**Refer...**when:

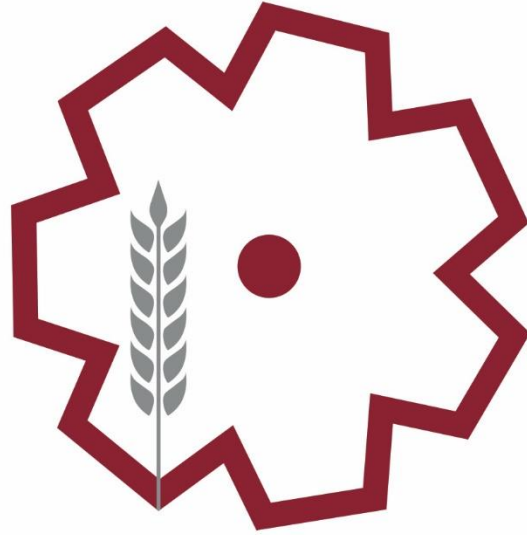
- The problem is more serious than you feel comfortable handling
- You have helped as much as you can and further assistance is needed
- Advisors should follow-up with students after a referral

## Crisis Referral Options

**The Mental Health Crisis Hotline** – 1-800-794-0163 (24/7) or 620-694-1099

**Bethel College Campus Counselor** – 316-284-5326 (M-F, 8am-5pm)

**Bethel College Campus Pastor** – 316-284-5318



# **Disruptive Students**

# Disruptive Students

May interfere with Bethel College's learning environment with behavior that is reckless, disorderly, paranoid, aggressive, defiant, destructive, threatening, dangerous to self, or dangerous to others; may taunt, badger, or intimidate others; or may communicate threats via email, correspondence, text, or phone calls

## **Consultation and Reporting:**

- Threat Assessment Team, Chairperson – 316-284-5337

## **Issues of Student Conduct:**

- Vice President of Student Life – 316-284-5337

## **Academic Accommodations:**

- Director of Center for Academic Development (Accessibility Services) – 316-284-5333

## **Privacy Laws and Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.

**WE ARE  
THRESHERS**