MISSION COLLEGE Procedure for

Immediate Student Emergency

Active or Planned
Violent or Threatening
Behavior toward Self or Others

- Suicidal
- Homicidal
- Physically Abusive
- Sexually Abusive

CALL 911
Cell Phone Users call: (408) 299-3233

Emotionally Distressed Student

Perceived Concern

- Expressing suicidal thoughts, without a Plan
- Excessive demand for assurance or support
- Nervous or Anxious Behavior
- Sad, Crying or Depressed

Contact and/or Escort Student to the Counseling Department:
Ext. 5555 – Room E1-301

Counselor Referral to appropriate:

Campus Resource
Community Resource

Non-Emergency Contacts During Normal Hours:
Counseling ...................................................... Extension 5555
Director of Student Development .... Extension 5407 or 5406
Dean of Student Support Services ................. Extension 5139
District Police .............................................. (408)299-2311
Student Health Services ......................... Extension 5142 or 5140
VP Student Services ................................. Extension 5195

After Hours Contact:
PM/Saturday Administrator Cell .......... (408) 590-2657
Emergency ....................................................... CALL 911
**Student Behavior Concerns**

**Disruptive Campus Behavior**

CALL 911
Cell Phone Users call: (408) 299-3233

Option:
*Remove student from that class and the next class.*

*Written Incident Report*
directed to: Division/Department Chair, Instructional Dean, and VP Student Services.

If needed Student may be referred to Counseling

**Disruptive Classroom Behavior**

Classroom Instructor Consultation

**Vice President of Student Services or Designee for Disciplinary Action**

* See inside back cover for State of California Education Code definition for Faculty removal of students from class for “good cause”.

* **Incident Report**: Online/Electronic copies preferred.

** Disciplinary action may occur through official warning (documentation), written probationary contract, expulsion or suspension.
# Table of Contents

- Procedures for Student Behavior Concerns ........................................ i-ii
- Important Phone Numbers to Know .................................................. 1
- Role of Staff/Faculty ........................................................................ 2
- What Should I Know/ Do .................................................................. 2
- Referral to Counseling Services ....................................................... 3
- Crisis Intervention ........................................................................... 4
- General Guidelines for Intervention ................................................... 5
- Disruptions in the Classroom or During Campus Activities .......... 6
- Some Behaviors that Indicate Distress ............................................. 7
- The Student Who is Depressed ....................................................... 8
- The Student Who is Anxious ............................................................ 9
- The Student in Poor Contact with Reality ...................................... 10
- The Student Who is Verbally Aggressive ....................................... 11
- The Student Who is Experiencing Online and/or Phone Harassment ............................................................. 12
- The Student Who is Experiencing Sexual/ Physical Assault .......... 13
- The Student Who is Violent ............................................................. 14
- The Student Under the Influence .................................................... 15
- Conclusion ....................................................................................... 16
- Faculty Removal of Student from Class for “Good Cause” ....... 17
- Personal Crisis Referral Form ......................................................... 18
- Incident Referral Form .................................................................... 19
- Community Mental Health Resources ........................................... 20
Assisting the Emotionally Distressed Student

CALL 911 (classroom phone: press “911”)
and/or call Student Health Services Ext. 5142 or 5140 or 1 (408) 855-5140
(classroom phone: press “Medical”)

If a person is unconscious or having a seizure, do not leave them alone!
If a person is ill or injured, call 911 and escort them, if appropriate, to the
Student Health Services located in W1-303 (exterior door, facing the MT
classrooms).

District Police: Call County Communications at 1 (408) 299-3233 and ask
for WVMCCD District Police
Counseling Center: ext. 5555
Student Health Services: ext. 5142 or 5140 (classroom phone: press “Medical”)
Vice President, Student Services: ext. 5197 or 5195
Dean of Student Support Services: ext. 5139
Director of Evening Administration/ Duty Administrator: 1 (408) 590-2657
Role of Staff/Faculty

Because we are constantly interacting with students in classrooms and in our offices, we are in an excellent position to observe and recognize behaviors and emotions that are troubling students. A student’s behavior, especially if it is inconsistent with your previous observations, may constitute an inarticulate attempt to draw attention to her/his plight—“a cry for help.” Our ability and responsibility to recognize the signs of emotional distress and a willingness to listen and express those concerns to students are of therapeutic value and are the first steps in assisting students in distress. You are only expected to reach out to a student in trouble and direct her/him to a more appropriate referral, be it the Counseling Department, Student Health Services or District Police.

What Should I Know or Do

- Know the location of the closest phone. Each classroom is equipped with an emergency phone or direct connections for:
  - Evening Administrator
  - Medical
  - Emergency Services- 911
- Know your surroundings
- In case you are not near the emergency phone, here are the direct phone numbers:
  - District Police 911 (classroom phone: press “911”) or via County Communications: 1 (408) 299-3233
  - Counseling at ext. 5555
  - Student Health Services ext. 5142 or 5140 (classroom phone: press “Medical”)
  - Administrator in charge Cell # 1 (408) 590-2657
Referral to Counseling Services

If a student needs immediate attention or is in CRISIS, walk the student over to the Counseling Office. If the student cannot walk to Counseling Office, call ext. 5555 and request the counselor to meet the student elsewhere.

If in your judgment, the situation does not warrant immediate attention, have the student schedule a counseling appointment by calling 1 (408) 855-5555.

Location: Main Building Room: E1-301

Counseling Office Hours:
Monday–Thursday: 9:00am–6:00pm (Hours subject to change.)

Mission College Counseling Services are designed for students who can benefit from short-term counseling. Long-term counseling requires an outside agency.

Referral to Student Health Services

The Student Health Services offers limited, short-term (6 or fewer sessions) personal counseling services, as well. Bring the student to room W1-303 or ask the student to call (408) 855-5140 for an appointment.

Location: Main Building Room: W1-303

Student Health Services Hours:
Monday and Tuesday: 9:30 am–6:30 pm
Wednesday and Thursday: 9:30 am–5:30 pm
Friday: 9:30 am–1:00 pm
(Hours subject to change.)
Crisis Intervention

Crises are personal difficulties or situations that immobilize and prevent people from using their customary methods of problem solving. **If the threat is imminent, you should call 911.**

- **Contact the District Police Officer via County Communications at 1 (408) 299-3233 or call 911 for the following:**
  - Physical assault or witness to an assault or accident
  - Physical abuse
  - Sexual assault
  - Suicidal/homicidal thoughts and impulses

- **Contact the Counseling Center at ext. 5555 if the situation involves:**
  - Fear of losing control and possibly harming/hurting someone
  - Emotional abuse
  - Recent death of a friend or family member
  - Perceived neglect

Whenever the situation requires urgent attention by the Counseling Center or the District Police Officer, either resource can act as the clearinghouse for additional service or interventions that may be required.
General Guidelines for Intervention

Acknowledge to students that you are aware of their distress, that you are sincerely concerned about their welfare and that you are willing to help them. Acknowledge their pain and explore solutions to the issue being presented. Speak directly and honestly to a student when you sense that she/he is in academic and/or personal distress.

What to Do:

► Request to see the student in private if you are in your classroom. This can help minimize embarrassment and defensiveness.
► Alternatively, meet student in the Center Space or in another open space, if you are concerned about personal safety.*
► Listen carefully to what the student is troubled about and try to understand the issue from her/his perspective, without necessarily agreeing or disagreeing. Simply listen. Don’t be judgmental.
► Briefly acknowledge your observations and perceptions of their situation and express your concerns directly and honestly.
► Strange and inappropriate behavior should not be ignored. Comment directly on what you have observed.
► Attempt to help the student to resolve the dilemma.
► Be as flexible as you can with strict procedures; this may allow an alienated student to respond more effectively to your concerns.
► Know your limitations. Sometimes, in an attempt to help a troubled student, we may become more involved than time and skills permit.
► Record your observations after the meeting.

*Offices and departments are encouraged to develop an “emergency code word” (Ex.: “Excuse me, let me call my assistant to hold my appointments so I can help you”) that one would use to notify another employee that additional assistance is needed.

What Not to Do:

► Do not immediately reject the person’s demands. Allow the student to vent.
► Do not use alienating communication such as apathy, brush off, insensitivity, or giving the run around.
► Do not challenge, intimidate, or dare the person. Never belittle the person or make her/him feel foolish.
► Don’t do anything that makes you feel uncomfortable.
Disruptions in the Classroom, During Campus Activities or Events, or Elsewhere On Campus

- Behavior is not disruptive, yet exhibits unusual or troublesome behavior.
- Person is disruptive
- Behavior is inappropriate
- Comments are unrelated and “bizarre.”
- Person is angry, acting out verbally, threatening and/or potentially violent.

What to Do:

- Talk to person privately, commenting on behavior.
- Show concern and inform the person of assistance that is available and/or call Counseling at ext. 5555.
- Set limits on behavior. Example: “You cannot continue in this class if this behavior continues.”
- Begin documentation for your records
- Call District Police via County Communications at 1 (408) 299-3233 (ask for WVMCCD District Police).
  Inform the V.P. of Student Services ext. 5195 or 1 (408) 855-5195

Campus Disturbances

If a person is violent (has a weapon, fighting) do not attempt to reason with them. Immediately call District Police by dialing 911 and/or County Communications at 1 (408) 299-3233 and ask for WVMCCD District Police.
Some Behaviors that Indicate Distress

- Inability to concentrate
- Confusion
- Persistent worrying
- Social isolation
- Increased irritability
- Bizarre behavior
- Missed classes/assignments
- Procrastination
- Dangerous behavior
- Restlessness
- Disheveled appearance
- Mood swings
- Indecisiveness
- Depression
- Anger issues
- Abuse issues
- Self-esteem issues
- Eating Disorders
- Test Anxiety

On the following pages are some examples of emotional distress that students experience and how you can respond. The following information is intended to broaden your knowledge only, it is not intended as an in-depth assessment tool. In all of these situations, please refer the student to the Counseling Office or Student Health Services when appropriate.
The Student Who is Depressed

The students who are depressed tend to be quiet and non-disruptive. Symptoms of depression include low self-esteem, withdrawal, difficulties with eating and sleeping, and lack of interest in and energy for daily activities. A student in your class who seems less attentive and involved than he/she has been in previous daily class sessions may be suffering from depression. The potential for suicide is high in this group.

What to Do:

- Be alert to excessive isolation and lethargy in a student, particularly a change from usual behavior.
- Communicate your concern and, if appropriate, escort the student to the Counseling Center. It is important to connect the student with the Counseling Center, if she/he is suicidal. The Counselor can provide more in-depth evaluation and possible referral to private counseling. If you are not sure of what to do, call Counseling at ext. 5555.
- Maintain student confidentiality, by meeting in your office or another private setting.
- If appropriate, please refer student to the Counseling Center or Student Health Services.

What to Avoid:

- Do not give advice statements like “Don’t worry, everything will be OK” or “Crying won’t help. You’ve just got to pull yourself together.”
- Don’t minimize or discount the significance and intensity of the student’s feelings.
- Never discount a threat of suicide. Again, if you suspect the student may be contemplating suicide, notify Counseling Center or Student Health Services.
The Student Who is Anxious

Anxiety is normal response to a perceived danger or threat to one’s well-being. Regardless of the cause, the resulting symptoms may include rapid heart beat, chest pain, dizziness, sweating, trembling or shaking, and cold, clammy hands. The student may also complain of difficulty concentrating, always being “on the edge,” and having difficulty making decisions or being too fearful to take action. In rare cases, a student may experience a panic attack.

- Let them discuss their feelings and thoughts. Often this alone relieves a great deal of pressure.
- Provide reassurance
- Remain calm
- Be clear and directive
- Provide a safe and quiet environment until the symptoms subside or someone else can help the student.
- Refer to Counseling or Student Health Services

- Do not minimize the perceived threat to which the student is reacting.
- Do not take responsibility for their emotional state.
- Do not overwhelm them with information or ideas to “fix” their condition.
The Student in Poor Contact with Reality

Under pressure, students with poor reality contact often have difficulty distinguishing fantasy from reality. Their thinking may become illogical and disturbed, and they may exhibit bizarre behavior. This student is typically frightened and overwhelmed.

What to Do:

- Voice your concerns. State that you can see that she/he is in distress and probably feels alone and isolated, but is not in danger.
- Maintain a quiet environment as you meet with the student.
- Be culturally sensitive and maintain eye contact, if appropriate. Try to divert the focus from delusions to concrete reality. Focus on the “here and now.”
- Acknowledge the feelings and fears without either supporting or contradicting the misperceptions.
- Refer to Counseling or Student Health Services.

What to Avoid:

- Don’t argue with the student about the irrationality of her/his thinking.
- Do not minimize or dismiss what the student is experiencing because for her/him, it is real.
- Do not expect customary emotional responses.
- Do not panic. Students with poor reality contact, unless exhibiting aggressive behavior, are rarely dangerous.
The Student Who is Verbally Aggressive

Some students can become verbally aggressive when confronted by situations which they feel are beyond their control. They may display generalized hostility and anger toward the nearest target.

It is important to remember that the student is generally not angry with you personally, but is angry at her/his world.

What to Do:

► Acknowledge their anger and frustration, e.g. “I hear how angry you are.”

► Be aware of your personal safety, e.g. leave the door open or talk privately in a public place.

► Suggest the student meet with you after class to talk about what is upsetting her/him while also letting the student know you are not willing to accept his/her verbally abusive behavior. Be directive and firm.

► Allow the student to tell you what is upsetting her/him to the degree to which you are comfortable.

► Attempt to help the person problem-solve and deal with the real issues when they become calmer.

► Refer to Counseling Center or Student Health Services.

What to Avoid:

► Do not get into an argument or shouting match, nor press for an explanation or reasons for behaviors.

► Do not ignore the situation. Be as attentive as you can.

► Do not touch the person.

► Do not enlist others to help “quiet down” the student.
The Student Who is Experiencing Online and/or Phone Harassment

True harassment is methodical, deliberate, and persistent communication that disturbs the recipient. The unwanted communications are often constant, filled with disturbing and inappropriate content, and do not cease despite the sender having been asked to cease contact. Examples of harassment are:

- Unwanted/disturbing email or instant messaging
- Disturbing messages on Internet Relay Chat, newsgroups or bulletin boards
- Unsolicited communications about peers, friends and acquaintances
- Unwanted communication like paper mail, phone calls or text messages

What to Do:

- If the person is receiving death threats or believe that she/he is in immediate danger, call 911. Contact the District Police Officer, by calling County Communications at 1 (408) 299-3233.

What to Do if harassed by phone:

- If the person receives phone calls from the harasser, have the person contact her/his local phone company to obtain assistance to have the phone calls traced.

What the Person Who is Being Harassed Online Can Do:

- Generally, it is unwise to communicate with a harasser.
- As soon as the person determines that she/he is truly being harassed, she/he must clearly tell that person to stop. Simply say something like, “Do not contact me in any way in the future.” Save a copy of the message.
- Do not destroy or delete any evidence. SAVE EVERYTHING.
- If the person is harassed in a chat room, the person must contact whoever runs the server that is being used.
- If the person is harassed on any kind of instant messaging, the person should read the terms of service and harassment policies. The person should notify the contact address.
- If the person is harassed by email, the person needs to complain to the sender’s ISP and the email service used to send the messages.
The Student Who is Experiencing Sexual/Physical Assault

Legal responsibility to report sexual or physical assault:
A student who discloses that she/he is a victim of sexual or physical assault (IF YOU BECOME AWARE) should be referred to the Campus Counseling Center or Student Health Services.

All incidents of sexual or physical abuse that occur at a District sponsored event or class, on District property, or which involve a District employee, must be reported immediately to District Police.

What to Do:

- Check to make sure it is safe for you to stay with the victim.
- Do not disturb anything in the place where the attack occurred.
- Call 9-1-1.
- Stay with the victim until help arrives.
- Give first aid as needed.

If the victim is 18 or over and wants to leave the scene without reporting the incident:

- Inform the victim that her/his civil rights has been violated and the perpetrator of the crime should be punished.
- Advise the victim to seek medical attention to test for STDs and pregnancy.
- Offer to call a trusted friend or relative for him/her.
- Offer to call the YWCA 24 hour rape Crisis Hotline for the victim to speak to a rape crisis counselor immediately.
- If the victim decides to report sexual assault, she/he should go to Santa Clara Valley Medical Center Emergency Department within 48 hours so that an evidence collection examination can be done.
- Advise the victim not to shower, douche, change clothes or take any medication before this exam.
The Student Who is Violent

When feeling threatened or powerless, this type of student often lashes out against people and/or property. This type of student represents the most immediate danger to self and others, and she/he should be dealt with immediately and with on-campus support. Your first concern should be for the safety of yourself and other students.

What to Do:

► Contact the District Police Officer, by calling 911 or via County Communications at 1 (408) 299-3233.

► Stay safe: have access to a door as a way to escape.

What to Avoid:

► Do not threaten, dare, taunt, or push the student into a corner.

► Do not attempt to touch the student. What may seem like a calming touch to you could be interpreted as a threatening or intrusive act to that upset student.

► If possible, do not meet alone with the student.
The Student Under the Influence

Alcohol is the most widely used psychoactive drug among college populations. Faculty most often identify student alcohol abusers when irresponsible, unpredictable behavior affects the learning situation (i.e., drunk and disorderly in class), or when alcohol related effects impact student performance.

Marijuana use is the second most common substance used amongst college students. Effects on academic performance include decreased ability to concentrate, learn and remember things. Students may exhibit “amotivational syndrome” (no motivation to achieve academic, career, and personal goals).

Illicit prescription drug use is the next growing concern on campus. Illicit prescription drugs are medications that are taken but were not prescribed for the individual. Commonly abused prescription drugs include Oxycontin and Vicodin. Individuals who take these prescription medications may be more likely to engage in other risky behaviors such as driving under the influence of drugs or alcohol and/or using alcohol and other drugs.

All members of the college community are subject to disciplinary action and/or criminal prosecution for on-campus possession, use, sale or distribution of any quantity of inappropriate prescription drugs or controlled substances as defined by the State of California Health and Safety Code.

What to Do:

► If the student is clearly showing signs of impairment due to being under the influence of alcohol and/or other drugs, contact the District Police Officer via County Communications at 1 (408) 299-3233.

► If the student reveals that her/his life and academic performance has been affected due to alcohol and/or other drug use, suggest to the student that she/he seek help for the behavior that is of concern.

► Address the substance issue and offer support and concern for the student’s overall well-being.

► Refer to Counseling, Student Health Services or a community resource such as Narcotic Anonymous 1 (408) 998-4200 or Gateway (Alcohol & Drug Screening and Treatment in Santa Clara County) 1 (800) 488-9919.

What to Avoid:

► Avoid judgment or criticism about the student’s substance abuse.

► Do not make allowances for the student’s irresponsible behavior.

► Don’t ignore signs of intoxication in the classroom.
Conclusion

We hope that you will find this booklet helpful as you interact with students on a daily basis. Please contact members of the Mental Health and Wellness Committee if you have questions or would like to offer comments or suggestions.

Mental Health and Wellness Committee:

Judy Berkley, Health Occupations
Kevin Borges, District Police
Rosalyn Chan, Student Health Services
Ellie Constantin, DSPS
Katy Fitzgerald, Financial Aid
Rachael Goldberg, Student Development
Bianka Guardino, Counseling
Rick Hobbs, Mathematics
Priscilla Jones, Counseling
Dr. John Mosby, Student Services
Myo Myint, ESL
Thanh Nguyen, Foreign Languages
Dan Sanidad, Student Services
Debra Williams, DSPS
Asian-Americans for Community Involvement (AACI) Counselors
Faculty Removal of Student from Class for “Good Cause”

The California Ed Code (Section 76033) gives general definition of student behavior and offenses which are considered “good cause” for removal from class on the day of the offense (and the next session if warranted).

A) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

B) Assault, battery, or any threat of force or violence upon a student or college personnel.

C) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

D) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison.

E) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

F) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Things not considered “good cause” include such things as poor hygiene, strange behavior or bad manners.

Faculty may not drop/dis-enroll a student at any time from their class for “bad behavior”.

After the instructor has met with the student to discuss her/his behavior, removed the student from 2 class sessions (MAXIMUM) and is still having difficulty with the student, schedule an appointment with the Instructional Dean to meet with both the student and the faculty member for resolving the situation. If the student behavior continues, contact the Vice President of Student Services through using the Incident Report Form.

It is important to keep written notes of the incidents, meetings and class removals to document the case for disciplinary action. For the Incident Report Form to use for documentation, download it at the Inside Mission College link: http://insidemission.wvm.edu/mc/references.php

Additional information about the Code of Conduct and Due Process can be found in the Mission College Catalog.
Counseling Referral Form

Date: ________________

Student’s Name: ____________________________  ID# __________________

Referral Source:
  ___ Administrator  ___ Faculty  ___ Staff  ___ Self  ___ Peer

Your Name: _________________________________

Department: ____________________________  Contact Number: ________________

Reason for Referral:  ___ Personal Counseling  ___ Crisis Intervention
  (Specify Below)  (Specify Below)

Explain Concern – (Please be specific - Use reverse, if needed):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

FERPA permits school officials to disclose information about students, without their consent, information that would protect the health and safety of students or other individuals.

Counselor Use Only:

Session Outcome:
  ___ Resolved
  ___ Follow-Up Scheduled  (Date:____________)
  ___ Referred: ___ Campus ___ Community

Counselor Use Only:

Date Received: ________________

Serving Counselor: ____________________________

18  Fall 2013
# Student Incident Report

**Reporting Procedures:**
1. Complete this form  
2. Submit to Dr. John Mosby, Vice President of Student Services, electronically at: [john.mosby@missioncollege.edu](mailto:john.mosby@missioncollege.edu) or hand deliver to his office (Campus Center 222).

## INCIDENT FILE NUMBER (FOR VPSS OFFICE USE)

| # |

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PERSON SUBMITTING REPORT INFORMATION

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date &amp; Time of Incident/Infraction:</th>
<th>Location of incident/infraction:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STUDENT ISSUE OR CONCERN (check all that apply)

- Willful disobedience or defiance toward college official
- Dishonesty such as cheating/furnishing false information
- Forgery, alteration, or misuse of college documents/ID
- Obstruction or disruption of College day-to-day operations
- Theft/damage to property belonging to the college & college
- Assault/battery, abuse, or any threat of force or violence
- Misuse of College information, technology, or equipment/software/internet
- Disorderly, lewd, or offensive conduct or expression
- Use, possession, or distribution of alcohol/drugs OR violation of smoking
- Other: (Explain)

## For additional information on Student Conduct procedures and violations, please refer to:
- Board Policy 5500 ([Standards of Conduct](#))
- Administrative Policy 5520 ([Student Discipline Procedures](#))

## DESCRIPTION OF INCIDENT OR BEHAVIOR (use additional sheets if necessary):

## FACULTY, STAFF, OR STUDENT WHO OBSERVED THIS INCIDENT (please include name and contact information):

| 1. | 2. |

## PRIOR ACTION(S) TAKEN BY FACULTY/STAFF MEMBER

<table>
<thead>
<tr>
<th>Warning Issued for Offense:</th>
<th>Verbal</th>
<th>Written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal from Class: Date(s)</td>
<td>Other Action(s):</td>
<td></td>
</tr>
</tbody>
</table>

## POLICE REPORT FILED?

| Yes | No |

## ADMINISTRATIVE ACTION(S) TAKEN (VPSS OFFICE WILL COMPLETE)

<table>
<thead>
<tr>
<th>No follow-up needed</th>
<th>Referred student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met with student for disciplinary action</td>
<td>Other: (Explain)</td>
</tr>
</tbody>
</table>

## DESCRIPTION OF ACTIONS TAKEN (VPSS OFFICE WILL COMPLETE)

## ADMINISTRATOR’S SIGNATURE: DATE:

Please submit this form to the VP of Student Services via email: John Mosby ([John.Mosby@missioncollege.edu](mailto:John.Mosby@missioncollege.edu)) or hand deliver to his office (Campus Center 222). For more information, please call (408) 855-5197.

EMERGENCY: If student is a threat or help is needed immediately, call 9-1-1 or 408-299-3233
Community Mental Health Resources

911 Resource information on basic human needs including physical & mental health and employment.

24 Hour Emergency Psychiatric Services – Santa Clara Valley Medical Center
871 Enborg Ct., San Jose, CA 95128
1 (408) 885 - 6100

Asian Americans for Community Involvement
2400 Moorpark Avenue, Suite 300, San Jose, CA 95128
1 (408) 975 - 2730
*Mental health counseling; many Asian languages spoken*

Bill Wilson Center 24 Hour Crisis Line
3490 The Alameda
Santa Clara, CA 95050
1 (408) 850-6125; 1 (408) 279-8228
*Mental/ Physical/ Financial/ Sexual problems and more*

Emergency Housing Consortium (EHC) Lifebuilders
507 Valley Way, Milpitas, CA 95035
408-539-2100

Gateway— Alcohol & Drug Screening, Information, and Referral
1 (800) 488- 9919

*Momentum for Mental Health (Medi-Cal eligible)*
206 S. California Ave., Palo Alto, CA 94306 1 (650) 617- 8340
2001 The Alameda, San Jose, CA 95126 1 (408) 261-7777
www.momentumformentalhealth.org

Safe Alternatives Shelter
1 (510) 794 - 6055 (24 hour hotline)
*Interpersonal violence, emergency shelter, temporary restraining orders*

Santa Clara 24-hour Rape Crisis Hotline
1 (408) 287- 3000

Suicide & Crisis Services—24 hours
Santa Clara (Central) County 1 (855) 278 – 4204
South County 1 (408) 683-2482
San Mateo 1 (650) 579-0350
San Benito County 1 (877) 663 - 5433

Santa Clara County Mental Health Call Center—24 hours
1 (800) 704 - 0900
*Multi-lingual, Crisis Intervention, Referrals, Short-term counseling*

YWCA Domestic Violence Department Support Network
375 South 3rd Street, San Jose, 95112 1 (800) 572 - 2782
*Emergency shelter, legal advocacy, counseling. Substance abuse counseling for individuals*

Voices United (Silicon Valley Resource on Substance Use and Addiction)
1 (408) 292-7292
*Substance abuse counseling for individuals and families*