

Guidelines for Assessing Student Behavior

Hostility, verbal aggression, depression, isolation, and withdrawal are key signals that should not be ignored. Disregarding early warning signs facilitates escalation. It is better to offend a student by “over-reacting” and apologize than to fail to act in the interest of everyone’s safety.

Below are three categories of behavior and actions which need attention and a response. They are listed in an order of increasing severity. Research suggests that acting-out and violent behavior may be diffused if these issues are addressed in the early levels of escalation.

LEVEL I – WARNING SIGNALS

- **Pronounced and sudden change in attendance patterns**
Tardiness and increased absences
- **Change in behavior**
Withdrawn, irritable, confrontational, depressed, angry
- **Negative change in attitude**
Significant change in the way the student interacts with staff and/or students
- **Minor disruptive behavior**

WHAT I SHOULD DO?

- If you feel safe, make time to meet with the student one-on-one.
- Invite the student to discuss problems that may be interfering with their academic goals after class or during your office hours.
- In a non-threatening and non-punitive fashion comment on your observations and express your concern.
- Inquire as to what circumstances may be causing the changes in behavior (document conversation with student).
- Refer to appropriate student services.
- Reference the class syllabus and college catalog.
- After 5 pm, contact Campus Safety, ext. 8611 or Administrator on Duty, ext. 8561.

LEVEL II – MODERATE RISK

- **Negative/hostile attention seeking behavior in classroom**
Behavior interferes with educational goals; cheating
- **Withdrawn behavior of increasing concern**
Vacant stares, crying, or deep sadness
- **Openly confrontational with faculty, staff, and/or students**
Agitation or intimidating behavior
- **No participation in class discussions and activities with passive/aggressive behaviors and acting out**

WHAT I SHOULD DO?

- If you feel safe, meet with the student one-on-one.
- Brainstorm with your division dean. Consider asking him/her to join you with the student.
- In an objective, firm, and non-punitive fashion describe the problem behavior.
- Set clear guidelines regarding appropriate behavior.
- Complete the Violation of Student Code of Conduct – send to Dr. Martha McDonald, Dean of Students.
- **OR** contact a member of the Student Conduct Team (SCT)

Dr. Martha McDonald	(626) 914-8602
Campus Safety	(626) 914-8611

LEVEL III – EXTREME RISK

- **Continued demonstrations of odd or disruptive behaviors that you have previously discussed**
- **Aggressive and threatening behavior or gestures**
- **Escalating threats, raised voice**
- **Visible agitation, physical tension**
- **Threats to harm self or others disclosed either in a direct or disguised manner**
Jokes, sarcasm, hints, symbolic gestures, drawings, writing, assignments

WHAT I SHOULD DO?

- **Immediately call Campus Safety, (626) 914-8611**
- **If the threat is to self or others, as a District employee, you are mandated to call the Glendora Police Department at (626) 914-8250.**
- Remain calm, do not engage in argument.
- Keep distance between you and the student.
- Allow the student a way to exit; do not allow yourself to be trapped. Reduce noise, talking, questions, stimulation.
- Ask the student to leave. Report student removal to division dean.
- If the student refuses to leave, remove yourself and others from the situation.