



ALAMO
COLLEGES
DISTRICT

Strategies of Behavioral Intervention (SOBI)

Quick Guide

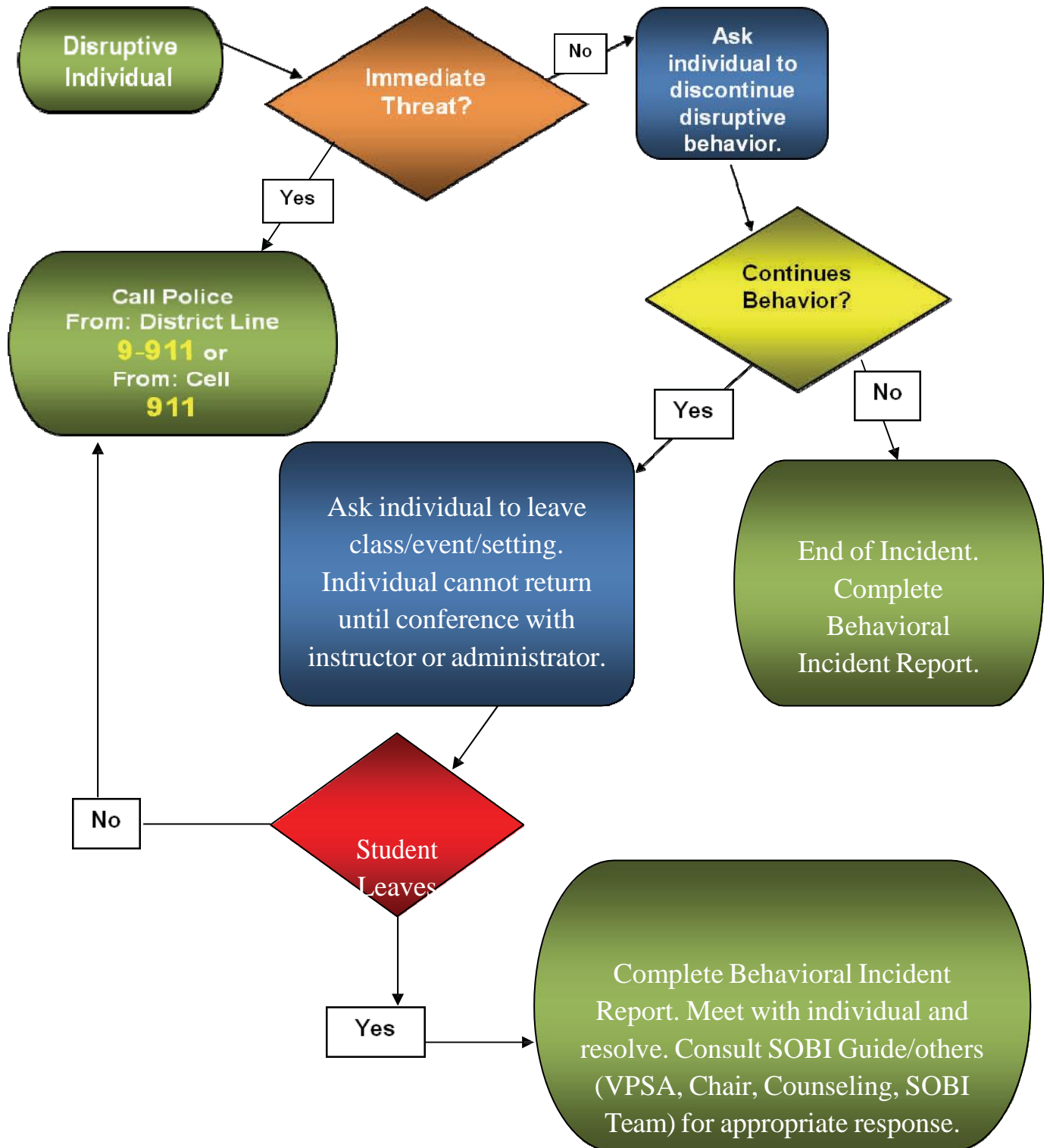


The Alamo Colleges District SOBI Team coordinated and developed the SOBI Employee and Student Guide as an institutional response to promote student well-being, a thriving campus environment, and successful academic experiences through an active process of assessment and intervention.

This tool kit summarizes key processes and resources to assist with identifying and reporting students in distress at the Alamo Colleges District.



SOBI Process for Handling Disruptive Individual(s):



“If you see something...tell someone.”

PREVENTING DISRUPTIVE AND VIOLENT BEHAVIOR BEGINS WITH NOTICING 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 is a behavioral alert chart developed by the Student Health and Psychological Services at Ventura College, Ventura, California, that includes three categories of behavior and actions that require attention and a response. Each level designates increasing severity of risk. Research suggests that inappropriate, disruptive or violent behavior may be diffused if these issues are addressed early.

LEVELS	LEVEL I: LOW RISK	LEVEL II: MODERATE RISK	LEVEL III: HIGH RISK
WARN- ING SIGNS	<p>PRONOUNCED AND SUDDEN CHANGE IN ATTENDANCE PATTERNS:</p> <ul style="list-style-type: none"> • Tardiness • Increased absences <p>CHANGE IN BEHAVIOR:</p> <ul style="list-style-type: none"> • Withdrawn • Irritable • Confrontational • Depressed • Angry <p>NEGATIVE CHANGE IN ATTITUDE: Significant change in the way the student interacts with staff and/or students</p>	<p>NEGATIVE/HOSTILE ATTENTION SEEKING BEHAVIOR IN CLASS-ROOM</p> <p>THREATS TO DO HARM TO SELF OR OTHERS DISCLOSED EITHER IN A DIRECT OR DISGUISED MANNER (Depending on Severity may be High Risk):</p> <ul style="list-style-type: none"> • Jokes • Sarcasm • Hints • Symbolic gestures • Drawings • Writing assignments <p>WITHDRAWN BEHAVIOR OF INCREASING CONCERN/ VACANT STARE</p> <p>OPENLY CONFRONTATIONAL WITH FACULTY, STAFF AND/OR STUDENTS</p> <p>NO PARTICIPATION IN CLASS DISCUSSIONS AND ACTIVITIES WITH PASSIVE/AGGRESSIVE BEHAVIORS AND ACTING OUT</p>	<p>CONTINUED DEMONSTRATIONS OF ODD OR PECULIAR BEHAVIOR</p> <p>AGGRESSIVE AND THREATENING BEHAVIOR OR GESTURES</p> <p>ESCALATING THREATS, RAISED VOICES</p> <p>VISIBLE AGITATION, PHYSICAL TENSION, TREMBLING</p>
WHAT TO DO	<ol style="list-style-type: none"> 1. Make time to meet with the student one on-one 2. In a non-threatening and non-punitive fashion, comment on your observations of specific behaviors and express your concern 3. Inquire as to what circumstances may be causing the changes in behavior 4. Develop an action plan to address issues 5. Make a referral to Counseling Services 6. Invite the student during office hours to discuss problems that may be interfering with his/her academic goals 	<ol style="list-style-type: none"> 1. Meet with the student one-on-one if you feel safe 2. Express your interest in the student’s well being 3. In a firm and non-punitive fashion describe the problem behavior 4. Set clear guidelines regarding appropriate behavior 5. Address your concerns with your Chair, Dean or supervisor 6. Notify the Vice President of Student Success/Affairs 	<ol style="list-style-type: none"> 1. Remain calm; don’t engage in an argument 2. Keep distance between you and the student 3. Allow the student a way to exit 4. Don’t allow yourself to be trapped 5. Reduce noise, talking, questions and stimulation 6. Campus police will respond and make appropriate referral <p style="text-align: center;">Call Alamo Colleges District Police Department (9-911) IMMEDIATELY!</p>

“If you see something...tell someone.”



Resources for Consultation and Referral

	Dept Chair/ Supv/ VP	ACPD	Counseling	VPSS/ VPSA	DSS/ Access	Health Center/ Nurse
WORKING WITH AN INDIVIDUAL WHO EXHIBITS ANY OF THE FOLLOWING BEHAVIORS:	Alamo Colleges District Police Department (ACPD) is available 24 hrs/everyday. For non-emergencies: dial 485-0099.					
Possesses an immediate threat to self or others.		X				
Writes or verbalizes a direct threat to another person.	X	X	X	X		X
Displays anger or hostility inappropriately.	X		X			X
Sleeps in class.	X		X		X	X
Causes disruptions using cell phone and pager.	X					
Exhibits behavior that seems bizarre or out of touch with reality.		X	X	X	X	X
Shows signs of alcohol or drug abuse.	X		X	X	X	X
Seems overly emotional, e.g. aggressive, depressed, demanding, or suspicious.	X		X		X	X
Disrupts class and refuses to stop.	X	X		X		X
Is the subject of complaints by other students regarding behaviors.	X		X	X		X
Comes to campus under the influence of drugs or alcohol.	X	X	X		X	X
OTHER CONCERNS:						
Is a victim of sexual assault.		X	X	X	X	X
Talks about homicide or suicide.		X	X	X		X
Is a victim of violence, stalking, intimidation, or domestic abuse.		X	X		X	X
Is having difficulty due to illness or death of a friend or family member.			X			X
May have a disability.					X	
Reports sexual harassment or civil rights discrimination.				X		
Violates principles of community or commits a biased-based behavior (any type of harassment or bullying).				X		
Is a victim of biased-based behavior (any type of harassment or bullying).		X	X	X		X

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Behavioral Incident Report Instructions for Completion and Submission

The Behavioral Incident Report is designed to enable faculty, staff and students to voluntarily report “red flag behaviors” that may raise concerns about a student’s and/or community member’s behaviors as well as incidents of misconduct at the Alamo Colleges District. An incident, in this context, is an event that does not warrant immediate intervention. **In the event of an emergency that requires immediate intervention, call Alamo Colleges District Police Department at 9-911 from a campus phone or 911 from other phones.**

Information obtained through the Behavioral Incident Report will be utilized in support of the functions directly related to the Strategies of Behavioral Intervention program:

1. Provide consultation, education, and support to faculty, staff, and administration in assisting individuals who display concerning or disruptive behaviors;
2. Gather information to assess situations involving individuals who display concerning or disruptive behaviors;
3. Recommend appropriate intervention strategies or disciplinary sanctions;
4. Connect individuals with needed campus and community resources; and
5. Monitor ongoing behavior of individuals who have displayed disruptive or concerning behavior.

The reports provide a standardized mechanism for recording observations of troublesome behaviors, for alerting staff of potential concerns, for responding to individual incidents and for offering appropriate and timely interventions to resolve and/or prevent escalation of issues and behaviors. Reports also assist the Alamo Colleges District in revealing patterns of disruptive behavior of specific individuals and provide aggregate data on the nature and frequency of disruptions at Alamo Colleges District. In accordance with the Alamo Colleges District Student Code of Conduct, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action with students.

Please complete the report to provide a detailed description of the incident. Use an additional piece of paper, if necessary. Pay particular attention to the behaviors of the individual and the effect of the individual’s behavior on others. Concrete, specific observations are most useful. Be honest, respectful, and avoid providing judgments, assessments and opinions. Please describe conversations you have had with the individual and any action you have taken regarding this incident.

Please email or submit the completed form to the Office of the Vice President for Student Success/Affairs associated with your college. This report is available online at:

<http://alamo.edu/main.aspx?id=8445>

College	Vice President of Student Success/Affairs	Phone Number	Email	Office
Northeast Lakeview College	Dr. Debbie Hamilton	486-5421	dhamilton@alamo.edu	NLIB 316D
Northwest Vista College	Debi Gaitan	486-4909	dgaitan@alamo.edu	CCC-208
Palo Alto College	Gilbert Becerra	486-3930	gbecerra8@alamo.edu	PC 119
San Antonio College	Dr. Lisa Alcorta	486-0930	lalacorta3@alamo.edu	FAC 309
St. Philip’s College	Dr. Mordecai Ian Brownlee	486-2252	gjohnson@alamo.edu	SLC 106
Off-Campus Site	Contact associated college above			

* Individuals are allowed to make anonymous reports, however if a name is not provided it may hamper the SOBI team’s ability to seek follow up information that may be critical in determining an appropriate course of action. If a name is provided the team will provide feedback regarding actions taken.

“If you see something...tell someone.”



This form is to be used for NON-EMERGENCY reporting. For emergencies—call 911.

Background Information

Your full name:

Your position/title:

Your phone number:

Your email address: Email me a copy of this report

Your physical address:

* Nature of this report:

Urgency of this report:

* Date of incident: must be formatted **YYYY-MM-DD**

Time of incident: : :

* Location of incident:

Specific location:

Please note the class, building and room the incident occurred, i.e. Library, ENGL1301.

Reason(s) for Report

Below are categories that correspond to our Student Code of Conduct and SOBI concerns. Please indicate the relevant sections that pertain to this incident report.

ACADEMIC MISCONDUCT

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Academic Enticement or Influence | <input type="checkbox"/> Collusion | <input type="checkbox"/> Sale of Academic Product |
| <input type="checkbox"/> Academic Misconduct | <input type="checkbox"/> Fabrication | |
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Plagiarism | |

NON-ACADEMIC MISCONDUCT

- | | | |
|---|---|--|
| <input type="checkbox"/> Alcohol and/or Drug Use | <input type="checkbox"/> Engaging in Disruptive or Threatening Behavior Other than in the Classroom | <input type="checkbox"/> Obstruction of Disciplinary Process |
| <input type="checkbox"/> Assault | <input type="checkbox"/> Engaging in Inappropriate Behavior or Communications. | <input type="checkbox"/> Pornography-Child Or Other |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Fraud | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Campus Disruption | <input type="checkbox"/> Gambling | <input type="checkbox"/> Sexual Misconduct |
| <input type="checkbox"/> Civil Rights Harassment | <input type="checkbox"/> Hate Crimes | <input type="checkbox"/> Sexual violence |
| <input type="checkbox"/> Criminal Conduct | <input type="checkbox"/> Hazing | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Dating Violence | <input type="checkbox"/> Inappropriate Use of Information Technology | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Domestic Violence/Family Violence | <input type="checkbox"/> Non-Compliance | <input type="checkbox"/> Unauthorized Entry |
| <input type="checkbox"/> Engaging in Disruptive or Threatening Behavior in the Classroom. | <input type="checkbox"/> Obscenity | <input type="checkbox"/> Weapons |

SOBI: CONCERNING OR THREATENING BEHAVIOR

- | | | |
|---|--|---|
| <input type="checkbox"/> Aggressive behavior | <input type="checkbox"/> Extreme rudeness | <input type="checkbox"/> Self destructive behavior (cutting / burning / etc.) |
| <input type="checkbox"/> Alarming infatuation with fire or firearms | <input type="checkbox"/> Extreme withdrawal | <input type="checkbox"/> Suicidal ideation |
| <input type="checkbox"/> Alarming references to bombs / ammunition | <input type="checkbox"/> Flat affect or extreme lack of responsiveness | <input type="checkbox"/> Threat of violent behavior |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Hostile behavior | <input type="checkbox"/> Verbal threats |
| <input type="checkbox"/> Disrespectful behavior | <input type="checkbox"/> Incoherent speech | <input type="checkbox"/> Writings that convey intentions to do harm |
| <input type="checkbox"/> Erratic behavior | <input type="checkbox"/> Insubordination of college official | |

Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. Please make sure to add the Banner ID's for each person involved. For non-students, please list an SSN or Drivers License number in the block labeled SID if available.

<input type="text" value="Name or Organization"/>	<input type="text" value="====[Select Gender]===="/>	<input type="text" value="====[Select Role]===="/>	<input type="text" value="ID Number"/>
<input type="text" value="DOB (YYYY-MM-DD)"/>	<input type="text" value="Phone number"/>	<input type="text" value="Email address"/>	<input type="text" value="Hall/Address"/>

[Add another person](#)

Description / Narrative

Please provide a detailed description of the incident/concern using **specific** concise, objective language.

[Check Spelling & Preview](#)

Additional Questions

Academic Integrity Sanctions Placed by Instructor at time of Violations:

- Perform additional work not required of other students
- Reduction in grade on the assignment
- Reduction in grade in the course
- Failing grade in course
- Document Incident Only

Was DPS notified?

- Yes
- No

Did DPS arrive on scene?

- Yes
- No

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. *Maximum 1GB total*
Attachments require time to upload, so please be patient after you click to submit this report.

No file chosen

One last step ...

Help us prevent spam reports. Prove you're a human by typing the letters and numbers as you see them in the block to the right. **Capitalization does not matter but cookies must be enabled** in your browser for this to work.

Type it here:

an218



[I can't read it; let's try a different one.](#)

SOBI Contacts

 ALAMO COLLEGES DISTRICT Northeast Lakeview College	Vice President of Student Services: Alamo Colleges District Police: Counselor: Disability Support Services:	(210) 486-5421 (210) 485-0099 (210) 486-5496 (210) 486-5487
 ALAMO COLLEGES DISTRICT Northwest Vista College	Vice President of Student Success: Alamo Colleges District Police Counselor: Disability Support Services:	(210) 486-4909 (210) 485-0099 (210) 486-4834 (210) 486-4466
 ALAMO COLLEGES DISTRICT Palo Alto College	Vice President of Student Affairs : Alamo Colleges District Police Counselor: Disability Support Services:	(210) 486-3930 (210) 485-0099 (210) 486-3333 (210) 486-3020
 ALAMO COLLEGES DISTRICT San Antonio College	Vice President of Student Affairs: Alamo Colleges District Police Counselor: Disability Support Services:	(210) 486-0930 (210) 485-0099 (210) 486-0333 (210) 486-0020
 ALAMO COLLEGES DISTRICT St. Philip's College	Vice President of Student Success: Alamo Colleges District Police Counselor: Disability Support Services:	(210) 486-2252 (210) 485-0099 (210) 486-2333 (210) 486-2020
 ALAMO COLLEGES DISTRICT	Vice Chancellor for Student Success: Alamo Colleges District Police Department:	(210) 485-0150 (210) 485-0099

The Alamo Colleges District does not discriminate on the basis of race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Human Resources, Title IX Coordinator, 210/485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.