

# YOU ARE THE FIRST CONTACT

## FRONT-LINE STAFF, PROFESSORS, TEACHING ASSISTANTS, COACHES

### Aggression - Immediate Threat

**University Security**  
222 Wiecking Center  
[www.mnsu.edu/security/](http://www.mnsu.edu/security/)  
If a student is exhibiting aggressive behavior, or you perceive a threat of violence or other unlawful behavior, call Security immediately.

Security Patrol Officers and dispatchers are on duty 24/7.

**507-389-2111**

**In case of an Emergency, call 911.**

**Student Health**  
Students who exhibit symptoms of illnesses that prevent them from participating in class

### Student Health Services

21 Carkoski Commons  
[www.mnsu.edu/shs](http://www.mnsu.edu/shs)  
If a student is exhibiting physical or emotional symptoms of an illness or injury that prevents him/her from participating in class:

- Refer the student to Student Health Services.
- Contact Security (2111) if the condition is serious or after hours.

**507-389-6276**

**Student Mental Health**  
Emotional, behavioral, or personal concerns which may be interfering with a student's academic progress

### Counseling Center

285 CSU  
[www.mnsu.edu/counseling](http://www.mnsu.edu/counseling)  
The Counseling Center offers a variety of free and confidential short-term, wellness-oriented services to help students improve coping and develop skills to achieve personal wellness and academic success. Services include: same-day screenings, self-guided and peer supports, psychoeducational seminars, wellness workshops, individual stress management instruction, group counseling, individual counseling, and referrals to campus and community resources.

- If a student is in imminent danger of harming self or others, or is experiencing a mental health crisis, call 911 or University Security (2111).

**507-389-1455**

**Missing Student**  
Concerns about a missing student or student's welfare

If it is suspected that a student is missing:

- Contact Security immediately. Security will collect information, generate a report and initiate an investigation.
- Security's investigation will use multiple resources to try and locate the student and verify the student's safety.
- Should Security's investigation determine that a student may in fact be missing, Mankato Police will be notified.

**507-389-2111**

### Interpersonal Violence

### Violence Awareness & Response Program

218 CSU  
[www.mnsu.edu/varp/](http://www.mnsu.edu/varp/)  
Refer students impacted by sexual assault, intimate partner violence, stalking or sexual harassment, for support, resources and information referral.

**507-389-5127**

[laura.schultz-1@mnsu.edu](mailto:laura.schultz-1@mnsu.edu)

**Disability Concern**  
Concerns about the performance of a student who has a learning, physical or mental disability

### Accessibility Resources

132 Memorial Library  
[www.mnsu.edu/access/](http://www.mnsu.edu/access/)  
If a diagnosed or possible undiagnosed disability could be negatively affecting a student's academic performance, contact or refer the student to Accessibility Resources.

An accommodation plan can be established to ensure equal access. Students needing additional services are provided resource and referral information.

Students experiencing medical emergencies or health related absences lasting longer than two weeks can contact Accessibility Resources for guidance, support and faculty notification.

**507-389-2825**

**Discrimination/ Harassment/ Sexual Violence**

### Office of Equal Opportunity & Title IX

014 Morris Hall  
[www.mnsu.edu/eotitleix/](http://www.mnsu.edu/eotitleix/)  
Assistance is available to those who believe they have been discriminated against or harassed because of membership in a protected class. This includes but is not limited to, race discrimination, sexual harassment and sexual violence, such as sexual assault, stalking, and/or dating, intimate partner, and relationship violence.

Services include: connecting individuals with campus resources, facilitating academic support services, taking interim action, facilitating student Sexual Violence Prevention Training, and investigating suspected violations of the nondiscrimination/harassment and sexual violence policies, including Title IX discrimination complaints.

Contact staff for assistance with reporting and resources, or for consultation.

**507-389-2986**

### REPORTING A SUSPECTED CRIME OR PERSONAL SAFETY CONCERN

All emergencies occurring on campus should be reported immediately to Security at 222 Wiecking Center, V/TTY at 507-389-2111.

Emergencies include, but are not limited to: fires, suspicious people or activities, medical assistance, crime reports, traffic accidents and other illegal activities.

Other personal safety concerns may be reported to Security at 2111.

### IMPORTANT CONTACTS

Emergency	911
Security, WC 222 <a href="http://www.mnsu.edu/security/">www.mnsu.edu/security/</a>	507-389-2111
Academic Affairs, WA 315 <a href="http://www.mnsu.edu/acadaf/">www.mnsu.edu/acadaf/</a>	507-389-1333
Accessibility Resources, ML 132 <a href="http://www.mnsu.edu/access/">www.mnsu.edu/access/</a>	507-389-2825
Counseling Center, SU 285 <a href="http://www.mnsu.edu/counseling/">www.mnsu.edu/counseling/</a>	507-389-1455
Dean of Students, WA 228 <a href="http://www.mnsu.edu/conduct/">www.mnsu.edu/conduct/</a>	507-389-2121
Diversity & Inclusion, WA 228 <a href="http://www.mnsu.edu/cultdiv/">www.mnsu.edu/cultdiv/</a>	507-389-6125
Equal Opportunity & Title IX, MH 014 <a href="http://www.mnsu.edu/eotitleix/">www.mnsu.edu/eotitleix/</a>	507-389-2986
Kearney International Center, SU 250 <a href="http://www.mnsu.edu/international/">www.mnsu.edu/international/</a>	507-389-1281
LGBT Center, SU 194 <a href="http://www.mnsu.edu/lgbtc/">www.mnsu.edu/lgbtc/</a>	507-389-5131
New Student and Family Programs, PS 103 <a href="http://www.mnsu.edu/newstudent/">www.mnsu.edu/newstudent/</a>	507-389-5498
Residential Life, CC 111 <a href="http://mankato.mnsu.edu/reslife">mankato.mnsu.edu/reslife</a>	507-389-1011
Student Health Services, CC 21 <a href="http://www.mnsu.edu/shs/">www.mnsu.edu/shs/</a>	507-389-6276
Student Support Services, WC 355 <a href="http://www.mnsu.edu/sss/">www.mnsu.edu/sss/</a>	507-389-2797
Violence Awareness & Response, SU 218 <a href="http://www.mnsu.edu/varp/">www.mnsu.edu/varp/</a>	507-389-5127

### Student Relations Coordinators

Allied Health, MF 124 <a href="http://ahn.mnsu.edu/advising-and-scholarships/">http://ahn.mnsu.edu/advising-and-scholarships/</a>	507-389-6315
Arts and Humanities, AH 226 <a href="http://www.mnsu.edu/carts/advising/">http://www.mnsu.edu/carts/advising/</a>	507-389-1712
Business, MH 151 <a href="http://cob.mnsu.edu/studentcenter/">http://cob.mnsu.edu/studentcenter/</a>	507-389-2963
Education, AH 117 <a href="http://ed.mnsu.edu/advising/">http://ed.mnsu.edu/advising/</a>	507-389-1215
Multicultural Center, SU 269 <a href="http://www.mnsu.edu/cultdiv/isc/">http://www.mnsu.edu/cultdiv/isc/</a>	507-389-6300
Nursing, WH 360 <a href="http://ahn.mnsu.edu/advising-and-scholarships/">http://ahn.mnsu.edu/advising-and-scholarships/</a>	507-389-6022
Science, Engineering and Tech, TR C125 <a href="http://cset.mnsu.edu/cset-advising-center/">cset.mnsu.edu/cset-advising-center/</a>	507-389-1521
Social & Behavioral Sciences, AH 114 <a href="http://sbs.mnsu.edu/advising/">http://sbs.mnsu.edu/advising/</a>	507-389-2416

### EMERGENCY PREPAREDNESS

In today's society, we must be more vigilant of surrounding influences that can affect the safety of our community. Medical emergencies, disasters, accidents, injuries, severe weather, and crime can occur at any time without warning. By working together, we can be prepared to respond to emergencies in a timely and coordinated manner. Familiarize yourself with the following:

- **Emergency Preparedness Guide** - Review regularly and keep the information accessible.  
<https://mankato.mnsu.edu/university-life/health-and-safety/university-security/personal-safety-and-alerts/staying-safe-on-campus/>
- **Star Alert Emergency Notification System** - Sign up to receive text messages. Students, faculty and staff can subscribe to Star Alert or change a text message number after logging in to <http://www.mnsu.edu/staralert>.
- When incidents occur on campus that may threaten the safety of the campus community, Security releases Personal Safety Alerts which are posted on the Security website, on posters around campus, and by phone on the Personal Safety Hotline 507-389-2594. For the latest information during a University emergency go to [www.mnsu.edu/alerts](http://www.mnsu.edu/alerts).

### Life Help: Emergency Resources for Students

Emergency support resources for students. Food insecurity, health and counseling, financial difficulty, legal support, transportation. Donation opportunities to support students in need.

<https://mankato.mnsu.edu/university-life/campus-services/student-affairs/student-emergency-resources/>

### To submit a formal report of disruptive student behavior, contact the following:

University Security: 507-389-2111

Dean of Students: 507-389-2121

Intake form available at [www.mnsu.edu/conduct/facultyresources.html](http://www.mnsu.edu/conduct/facultyresources.html)

To report or submit a complaint of sexual assault, stalking, dating, intimate partner, or relationship violence, discrimination and/or harassment based on membership in a protected class, contact:

**Office of Equal Opportunity and Title IX: 507-389-2986**



Minnesota State University, Mankato  
A member of Minnesota State

A member of the Minnesota State system and an Affirmative Action/Equal Opportunity employer and educator. This document is available in alternative format to individuals with disabilities by calling Student Affairs at 507-389-2121 (V), 800-627-3529 or 711 (MRS/TTY). STDI43FD 8/19

*Minnesota State University, Mankato strives for an actively engaged and inclusive learning community based upon civility, trust, integrity, respect, and diversity in a safe, welcoming physical environment.*

*Student Affairs advances the mission of Minnesota State University, Mankato by:*

- > *Fostering learning and development*
- > *Supporting student success*
- > *Preparing students to be leaders in a global society.*

**The Dean of Students** assists with student concerns, including but not limited to:

- partnering with MavCARES and MavConnect staff;
- offering information and referrals to student support offices;
- co-chairing the Behavioral Consultation Team;
- collaborating with offices across campus to address students in crisis;
- assisting with follow up after an incident; and
- overseeing the student disciplinary process.

Faculty and staff in every position on campus play an important role in mentoring students and supporting retention. Early intervention is key if a concern arises. Through teamwork, we can enhance student success.

**507-389-2121**

## MANAGING CLASSROOM BEHAVIOR

- Instructors have the authority to set reasonable guidelines for behavior in class or online. Consider adding expectations and likely consequences for serious disruptions and academic dishonesty to your course syllabus and discuss with students.
- Minor disruptions can be handled by a general reminder to the class about behavior. If the problem persists, speak with the student of concern privately and explain what needs to change. Indicate that further incidents may result in a report to Student Conduct.
- Major disruptions give instructors the right to dismiss the student from the remainder of the period that day, and until a prompt meeting can be arranged with the student. You may wish to include a colleague or your department chair in the meeting. Document the incident or report it to Security, depending on the level of severity. Save concerning communications from students.
- Alert Security to threats of harm to self or others at 507-389-2111, or dial 911 if there is imminent danger. The report will be forwarded to Student Conduct and the Behavioral Consultation Team.

## STUDENT CONDUCT CODE

The Statement of Student Responsibilities can be found at [www.mnsu.edu/conduct](http://www.mnsu.edu/conduct). Examples of violating behavior include, but are not limited to: academic dishonesty, substantially disrupting teaching or learning, hazing, illegal or reckless substance use, physical violence, riotous acts, theft, vandalism, arson, weapons, failure to cooperate with security, and non-compliance with disciplinary sanctions. All students, including those with a disability, are responsible for their actions and must fulfill expected standards of behavior. Through involvement in the disciplinary process, students learn new ways of relating to others while strengthening their comprehension of the rules necessary to maintain a safe environment conducive to learning and growth.

**Additional resources available at: [www.mnsu.edu/conduct/facultyresources.html](http://www.mnsu.edu/conduct/facultyresources.html)**

## CONFIDENTIALITY

The Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act prohibit disclosure of students' educational records to a third party, including family members, without the student's prior written consent. Certain exceptions are permitted, such as summoning police or contacting parents of a dependent student in an actual health or safety emergency. Data privacy laws also allow sharing of information between faculty and staff on a bonafide need-to-know basis. Counseling and health records are subject to stricter rules of confidentiality.

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## OTHER RESOURCES AVAILABLE

### BEHAVIORAL CONSULTATION TEAM

Members of the Behavioral Consultation Team include faculty and staff with considerable experience in student life issues. The team functions to:

1. Identify students who may be distressed or distressing to others.
2. Centralize the gathering of comprehensive information.
3. Increase communication, collaboration, and coordination of response.
4. Discuss intervention strategies and referral options.

The following student behaviors may warrant consultation with the BCT:

- Threats of harm to self or others
- Acts of physical aggression
- Use or possession of weapons
- Marked changes in personality, weight, grooming, sleep
- Rapid speech or delusional thinking
- Violent themes in writing assignments, if the student is perceived as angry or hopeless

The BCT is convened by the Dean of Students.

**507-389-2121**



### New Student and Family Programs

103 Preska, 507-389-5498, [www.mnsu.edu/newstudent/](http://www.mnsu.edu/newstudent/)

Programs and services including Orientation and undecided academic advising are available to assist all new and transfer students transition to college. A large number of first year students are undecided, or are choosing or changing majors. Advisors provide thorough knowledge of the General Education curriculum, and encourage students to intentionally explore majors early in their college careers. Students struggling with difficult academic or other college transitions can visit the office for assistance and possible referral. Staff collaborate with academic college advisors and the Career Development Center to meet student needs.

### MavCARES

Early intervention supports student success. The MavCARES Early Alert Referral System gives faculty, staff, students, and families the opportunity to help a student who exhibits concerning behavior that is affecting their success. MavCARES referrals go to the Office of New Student and Family Programs who will assess the situation, offer support, and align appropriate resources to help the student.

An alert might be submitted for a student who is distracted or preoccupied during class; direct statements indicating family problems or loss; financial stress indicators, such as not purchasing a textbook.

Alerts may be submitted through the MavCARES online form which can be found on the left sidebar of the New Student and Family Programs website ([mnsu.edu/newstudent](http://mnsu.edu/newstudent)) or the Student Affairs website ([mnsu.edu/student](http://mnsu.edu/student)). Alerts may be submitted at any time. The site is monitored during the regular work week.

### South Central Crisis Center

Horizon Homes, Inc.

24-Hour Crisis/Warm Line

Call for crisis, support, information or problem solving assistance  
877-399-3040

The **Mobile Crisis team** is available 24/7. Meetings can be arranged at the student's residence, a relative or friend's home, an Emergency Room or other type of facility, if the student will agree to talk with a trained crisis counselor. In some cases, the student may be admitted to the South Central Crisis Center in Mankato for a short-term stay until the crisis passes.

### EMERGENCY TRANSPORTATION PROTOCOL

Employees should **never** personally transport a student or another employee to a healthcare facility for treatment of a medical or psychological emergency - including substance use, which adds to the unpredictability of behavior. The liability of having an employee involved in a crash due to distracted driving is too great. The condition of the person being transported could worsen en route, potentially placing the driver at risk of having an accident. The passenger's condition may worsen and result in vomiting, seizures, loss of consciousness, self-harm, and/or harm to the driver.

**In case of emergency call 911 or University Security at 507-389-2111.**

Law enforcement personnel or University Security can help determine the need for an ambulance. In certain instances, a cab or a friend/family member may provide transportation.