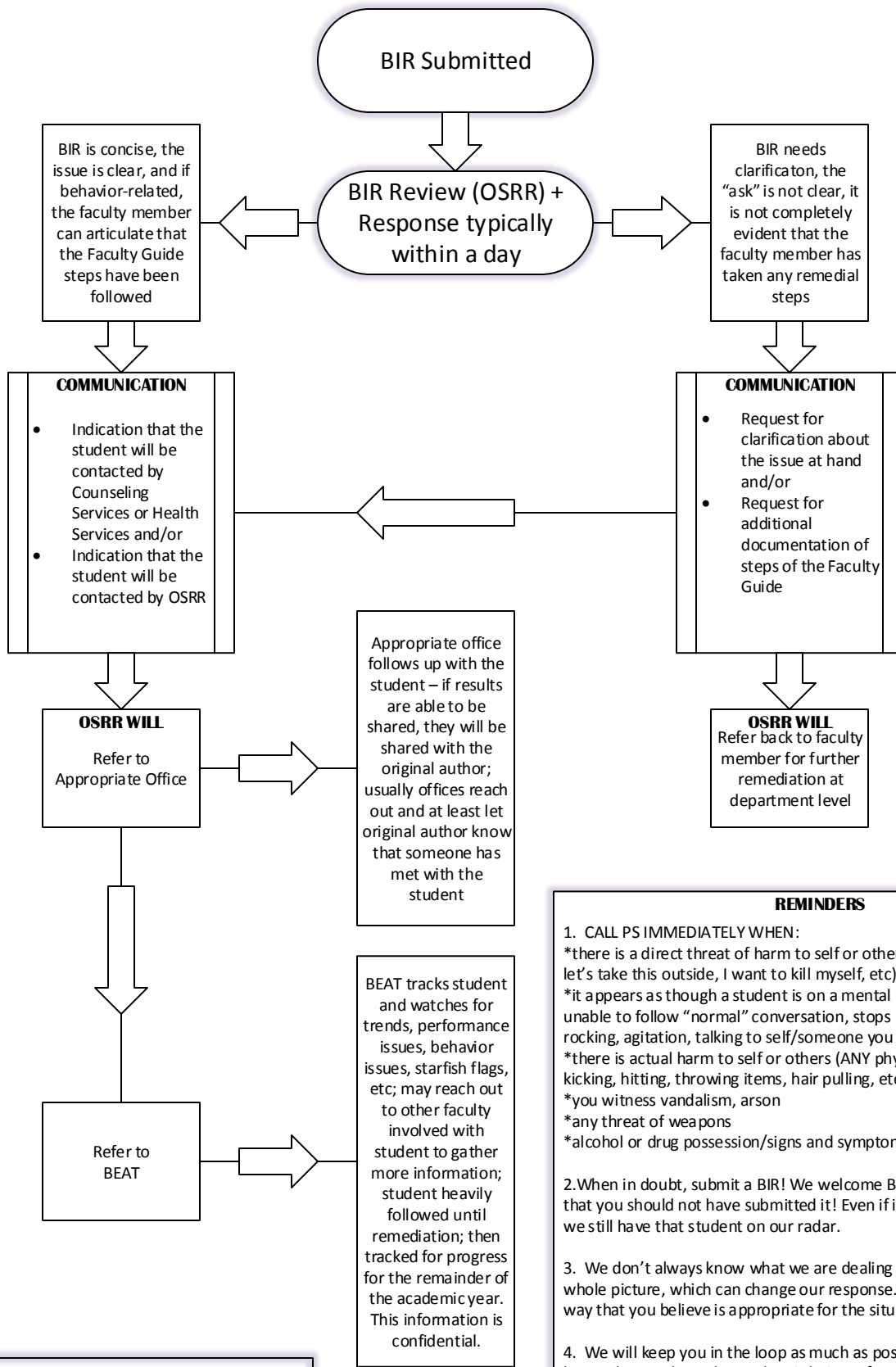


Behavioral Incident Report Guide



- REMINDERS**
- CALL PS IMMEDIATELY WHEN:
 - *there is a direct threat of harm to self or others (I am going to punch you, let's take this outside, I want to kill myself, etc)
 - *it appears as though a student is on a mental break (not making sense, unable to follow "normal" conversation, stops responding to questions, rocking, agitation, talking to self/someone you can't see)
 - *there is actual harm to self or others (ANY physical pushing, slapping, kicking, hitting, throwing items, hair pulling, etc)
 - *you witness vandalism, arson
 - *any threat of weapons
 - *alcohol or drug possession/signs and symptoms of being drunk/high
 - When in doubt, submit a BIR! We welcome BIRs and we will never tell you that you should not have submitted it! Even if it gets referred back to you – we still have that student on our radar.
 - We don't always know what we are dealing with until we can look at the whole picture, which can change our response. If we are not responding a way that you believe is appropriate for the situation, please let us know!
 - We will keep you in the loop as much as possible. If nothing else, we will let you know where the student is being referred and then try to let you know when the first point of contact has been made.
 - If you have questions, ask. We are happy to discuss what's happening as much as we can.
 - If a student has improved in the class, let us know. Similarly, if new concerns emerge, let us know.

The Office of Student Rights & Responsibilities
 585-292-2023
 studentrights@monroecc.edu

Amy Greer, Director
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