



# The Red Folder

## For SFA faculty and staff

### Does the student need immediate assistance?

#### NO

I'm not concerned for the student's or others' safety, but the student is experiencing significant academic and/or personal issues.

Refer to Student Outreach and Support, Dean of Students Office or Disability Services.

#### NOT SURE

Indicators of distress are observed but severity is unclear. The interaction has left you feeling uneasy or concerned.

Call for consultation: Student Outreach and Support, Dean of Students Office, Counseling Services or Disability Services.

#### YES

The student's conduct is clearly reckless, disorderly, dangerous or threatening and is suggestive of immediate harm to self or others.

Call UPD at 936.468.9111 or 2608 from a campus phone.

Report the concern to the Dean of Students Office once the danger is over.

*When in doubt,  
call UPD at  
936.468.9111 or  
2608 from a  
campus phone.*

#### Recognize the warning signs

- Lack of concentration, loss of interest, withdrawal
- Agitation, anxiety, inability to sit still
- Disoriented, seems "out of it," may exhibit bizarre behavior
- Talk or threats of suicide
- Alcohol and/or drug abuse, coming to class/work intoxicated and/or high
- Increased irritability, aggressive or abrasive behavior
- Unsatisfactory classwork and attendance
- Marked change in personal hygiene
- Dependency (the person loiters or makes excessive appointments with you)
- Alarming or dangerous behavior



# The Red Folder

## The Four Ds

### DISTRESSED

Exhibits behavior that causes concern for the personal well-being of the student rather than creating a worry for his/her impact on you or the classroom.

- Speak with the student privately.
- Document all conversations.
- Encourage student to meet with a counselor.
- Contact your chair, associate dean or dean, or the Dean of Students Office.
- Consult with Counseling Services or the Dean of Students Office.

### DISTURBED

Exhibits irrational behavior that makes others feel vaguely uncomfortable.

- If no immediate threat, speak with student privately.
- Express concern for behavior and set limits.
- Do not reinforce delusions.
- Acknowledge feelings without supporting misperceptions.
- Contact your chair, associate dean or dean, and the Dean of Students Office.
- Consult with Counseling Services.
- Consult with Disability Services if the student mentions a disability or diagnosis that might qualify him/her for services.

### DISRUPTIVE

Exhibits behavior that makes it difficult for routine work or teaching to take place due to the negative impact it has on others who are around the student.

- Avoid escalating the situation. Speak calmly and with concern. Avoid physical contact.
- If student continues to disrupt, ask student to leave the classroom.
- If student poses a danger to others, dismiss the class.
- Contact the Dean of Students Office.
- Contact your chair and associate dean or dean.

### DANGEROUS

Exhibits behavior that threatens the safety or well-being of others.

- Contact SFA University Police immediately.
- If student poses a danger to others, dismiss the class.
- Do not attempt to keep the dangerous student from leaving the room.
- Avoid escalating the situation. Speak calmly and with concern.
- Document the incident, including witnesses. Share the information with your chair, associate dean or dean.
- Avoid physical contact.



# The Red Folder

## Resources

ISSUE	CONTACT	
Suicidal or homicidal threats; acts of violence on campus	936.468.9111	SFA University Police Emergency
Medical emergency	911	City of Nacogdoches Emergency
Care and concern (change in behavior, unsatisfactory attendance, personal issues, etc.)	936.468.1232	Student Outreach and Support
Mental health concerns (depression, anxiety, etc.)	936.468.2401	SFA Counseling Services
Disruptive behavior (non-violent); general concerns	936.468.7249	Dean of Students Office
Other questions or issues	936.468.1232	Student Outreach and Support

### SFA CAMPUS AND NACOGDOCHES RESOURCES

Burke Center (mental health facility)	936.634.5010 or 1.800.392.8343 (emergency)	Myburke.org
Campus Living	936.468.2601	Sfasu.edu/life-at-sfa/housing-dining/housing
Counseling Services	936.468.2401	Sfasu.edu/counselingservices
Dean of Students Office	936.468.7249	Sfasu.edu/deanofstudents
Disability Services	936.468.3004	Sfasu.edu/disabilityservices
Diversity, Equity and Inclusion	936.468.6300	Sfasu.edu/odei
Family Crisis Center (on campus)	936.468.7233	Familycrisiscenterofeasttexas.com/sfasu-campus-office
Health Services	936.468.4008	Sfasu.edu/life-at-sfa/health-safety/health-clinic
Human Services Counseling Clinic	936.468.1041	Sfasu.edu/humanservices/139.asp
Student Outreach and Support	936.468.1232	Sfasu.edu/deanofstudents



# The Red Folder

## Now what?

NATURE OF EVENT	CONSULT WITH	POTENTIAL ACTIONS	APPLICABLE GUIDANCE
Personal tragedy	Student Outreach and Support and/or Dean of Students Office	<ul style="list-style-type: none"> <li>• If victim is a minor, report may be required by law</li> <li>• File incident report</li> <li>• File police report (on or off campus)</li> <li>• File anonymous report</li> </ul>	SFA Policy and Procedures
Student is under age 18	Dean of Students Office		Texas/Federal Law
Sexual assault, stalking, domestic violence	Report to Title IX Coordinator immediately		Clery Act, Title IX, NAU Policy, Student Code of Conduct
Hate crimes and bias incidents	SFA UPD; Dean of Students Office; Diversity, Equity and Inclusion		Clery Act, Federal Regulations



**STEPHEN F. AUSTIN**  
STATE UNIVERSITY

Dean of Students Office

If you are uncertain whom to contact, do not hesitate to contact any of the following offices:

- Student Outreach and Support - 936.468.7249
- Dean of Students Office - 936.468.7249
- SFA UPD (emergency) - 936.468.9111
- SFA UPD (non-emergency) - 936.468.2608