

RESOLUTION & ADVOCACY DEPARTMENT

The RAD Team

PUTTING TOGETHER THE PUZZLE PIECES

How to Identify, Support, and Refer an Individual of Concern

August 2025

BEHAVIORAL INTERVENTION TEAMS

Behavioral Intervention Teams (BIT Teams) are small groups of school officials who meet regularly to collect and review concerning information about at-risk students and develop intervention plans to assist. BIT is tasked with intake of referrals from the community, reviewing them to determine the level of risk or concern, and then developing action plans to address the risk.

At College of the Sequoias, this work is done through a unit called the Resolution & Advocacy Department (*The RAD Team*), which falls under the Office of the Deans of Student Services. The multi-disciplinary team receives initial information through an incident reporting process that includes both individual of concern reports and student conduct reports, as well as other types of reports.

The focus of the RAD Team is to support student success in a holistic approach, looking at various aspects of the student's life that can impact student success. Our RAD team is committed to creating a safe, supportive learning and working environment for all member of the campus community. Intervention plans are intended to balance the needs and rights of the individual student and the well-being of the campus community.

Our Team uses best practices and training offered by the National Association of Behavioral Intervention & Threat Assessment (NABITA).

MEET THE RAD TEAM

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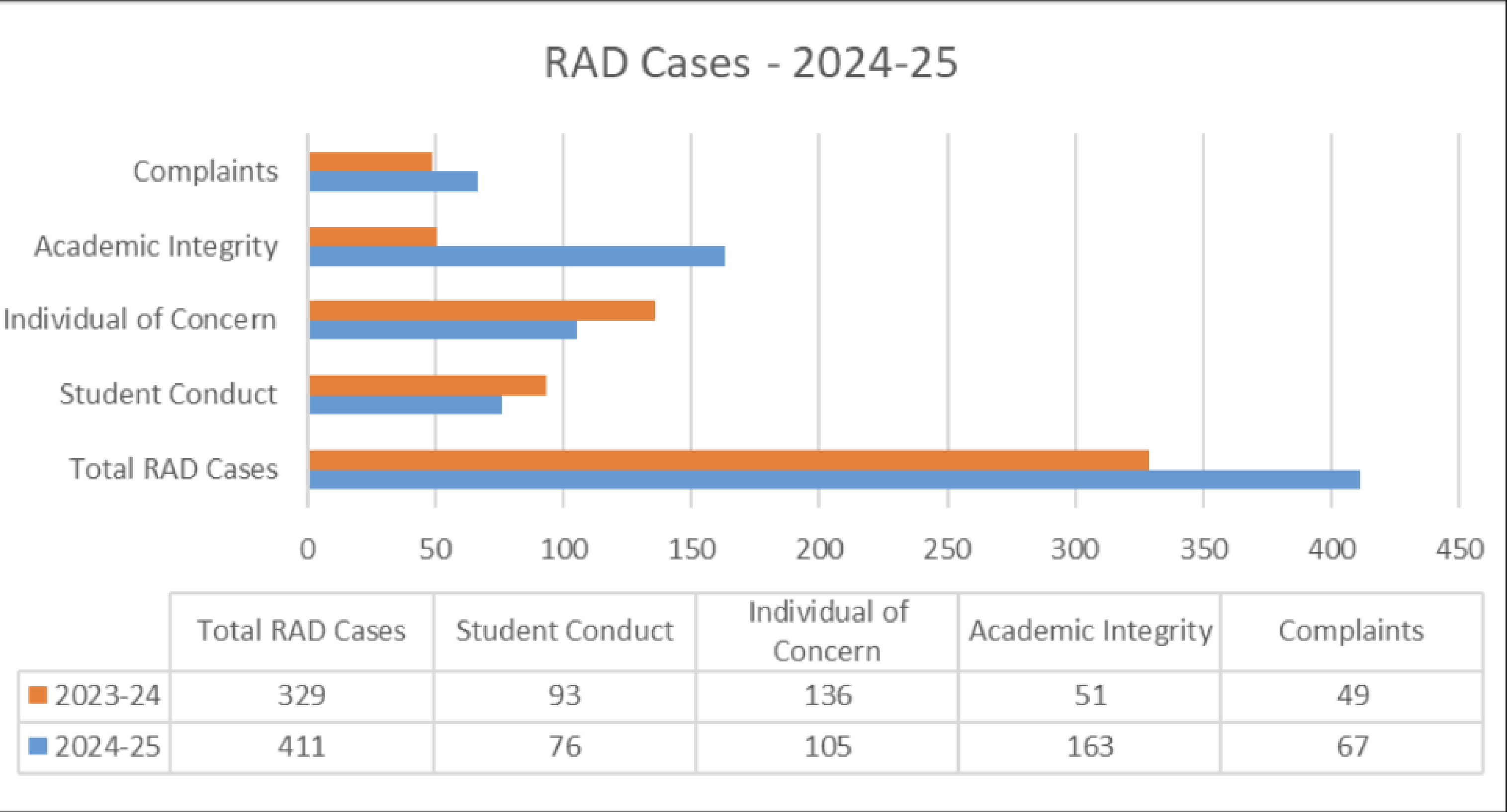
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Snapshot



TOGETHER WE SEE THE WHOLE PICTURE.

The College of the Sequoias is committed to creating a safe, supportive learning and working environment for all members of the campus community. Campus safety is our top priority, and we take all reports of misconduct and reports of students-in-need seriously to protect everyone's health and well-being.

The College depends on its community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources. We are all responsible for the well-being of our campus community, so if you become aware of a problem, use the reporting forms we will discuss to get some help.



RECEIVING THE PUZZLE PIECES

The Resolution & Advocacy Department (RAD) is not a proactive entity, seeking out issues on campus. They are designed to receive referrals from faculty, staff, students, and families/community members.

Referrals can be made on any student, employee, or individual connected with one of the campuses or a campus activity.

When you're worried about someone, or have a piece of information, hand your puzzle piece off to the team. There may be other similar referrals that you are not aware of.



REPORT, REPORT, PLEASE REPORT!

Individually, pieces of information may seem small and insignificant, but when the small pieces are collected together, a LARGER picture begins to appear.

RAD NEEDS YOUR PIECE OF THE PUZZLE!

WHO AND WHEN DO I REFER?

WHO TO REFER?

Students...

- struggling with basic needs or needing supportive resources
- who pose a threat or risk to the wellbeing of themselves or others on campus
- with academic integrity violations
- desiring a place to voice a complaint
(direct them to the student complaint report form)
- Title IX- Sex based discrimination or harassment
(applies to students and employees)

NOTE: Pay attention to your own social biases, and respond with wisdom and respect for the student's experience - and encourage students to report themselves.



WHO TO REFER

ACADEMIC RED FLAGS

1. A sudden or unexpected change in classroom performance
2. Decline in enthusiasm for class (e.g. no longer participating in class discussions)
3. Frequent requests for special provisions (e.g. late papers, extension requests, postponed exams)
4. Disruptive, hardened, or unusual participation in class (e.g. questions off topic, argumentative in discussions)
5. Strange or bizarre writing (e.g. writing is off topic to prompt, writing includes violent imagery, fantasy)
6. Poor focus or attention during class

Note: At times academic red flags may also overlap with Early Alert Reporting, but keep in mind, these two reports are not the same (students see the Early Alerts, but do not see the RAD reports)

WHO TO REFER

EMOTIONAL INDICATORS

1. Explosive or impulsive behavior
2. Mentions dealing with depression, anxiety, substance use, eating disorder, etc.
3. Change in typical personality (more outgoing or more withdrawn than usual)
4. Social withdrawal, isolation, loneliness, etc.
5. Difficulty dealing with an event (e.g. death of loved one)
6. Marked irritability, anger, hostility, etc.
7. Talking to or seeing things that aren't there
8. Delusional or paranoid speech or actions
9. Difficulty connecting to others
10. Expressions of hopelessness, worthlessness, etc.
11. Talks about themes of suicide, loss of will to live, etc.
12. Directly mentions self-harm, suicide, or harm to others

WHO TO REFER

PHYSICAL INDICATORS

- 1.** Chronic fatigue or falling asleep at inappropriate times
- 2.** Marked change in personal hygiene or appearance
- 3.** Noticeable change in energy level
- 4.** Dramatic weight loss or gain
- 5.** Confused, disjointed thoughts, speech, or actions
- 6.** Attends class or work hungover or intoxicated, or frequently appears hungover or intoxicated
- 7.** Signs of self-injury (cuts, burns, etc.)

HOW DO I SUPPORT THE STUDENT

HOW TO PROVIDE SUPPORT

(The First Step in Most Cases)



Name your concern



Ask open-ended questions to allow the student to share at their comfort level



Demonstrate empathy



Summarize what you heard



Note: Remember you are only one piece of the support network - you're not expected to be their counselor!

HOW TO PROVIDE SUPPORT

NAME THE CONCERN

"I noticed that..."

"Lately you've seemed..."

"It seems like..."

DEMONSTRATE EMPATHY

"Wow, thank you for sharing that. It must be difficult."

"You're dealing with a lot right now."

OPEN-ENDED QUESTIONS

"How have things been going for you?"

"What has been difficult for you lately?"

SUMMARIZE

"So what I heard you say..." "Ok, let me make sure I understand..."

"What I'm hearing from you..."

REASSURE THE STUDENT THAT HELP IS AVAILABLE!

IF RISK IS IMMINENT



IF YOUR SAFETY OR THE SAFETY OF OTHERS IS AT RISK...

- REMAIN CALM
 - USE A MODULATED VOICE
 - IF THEIR VOICE GETS LOUDER YOU GET SOFTER
 - DO NOT BECOME DEFENSIVE OR ARGUMENTATIVE
- ALLOW PHYSICAL DISTANCE
- VALIDATE THE OTHERS EMOTION
- KNOW YOU HAVE THE CHOICE TO LEAVE
(you will usually know within 2-3 min. if de-escalation is working)

CALL 911 IF DE-ESCALATION IS UNSUCCESSFUL



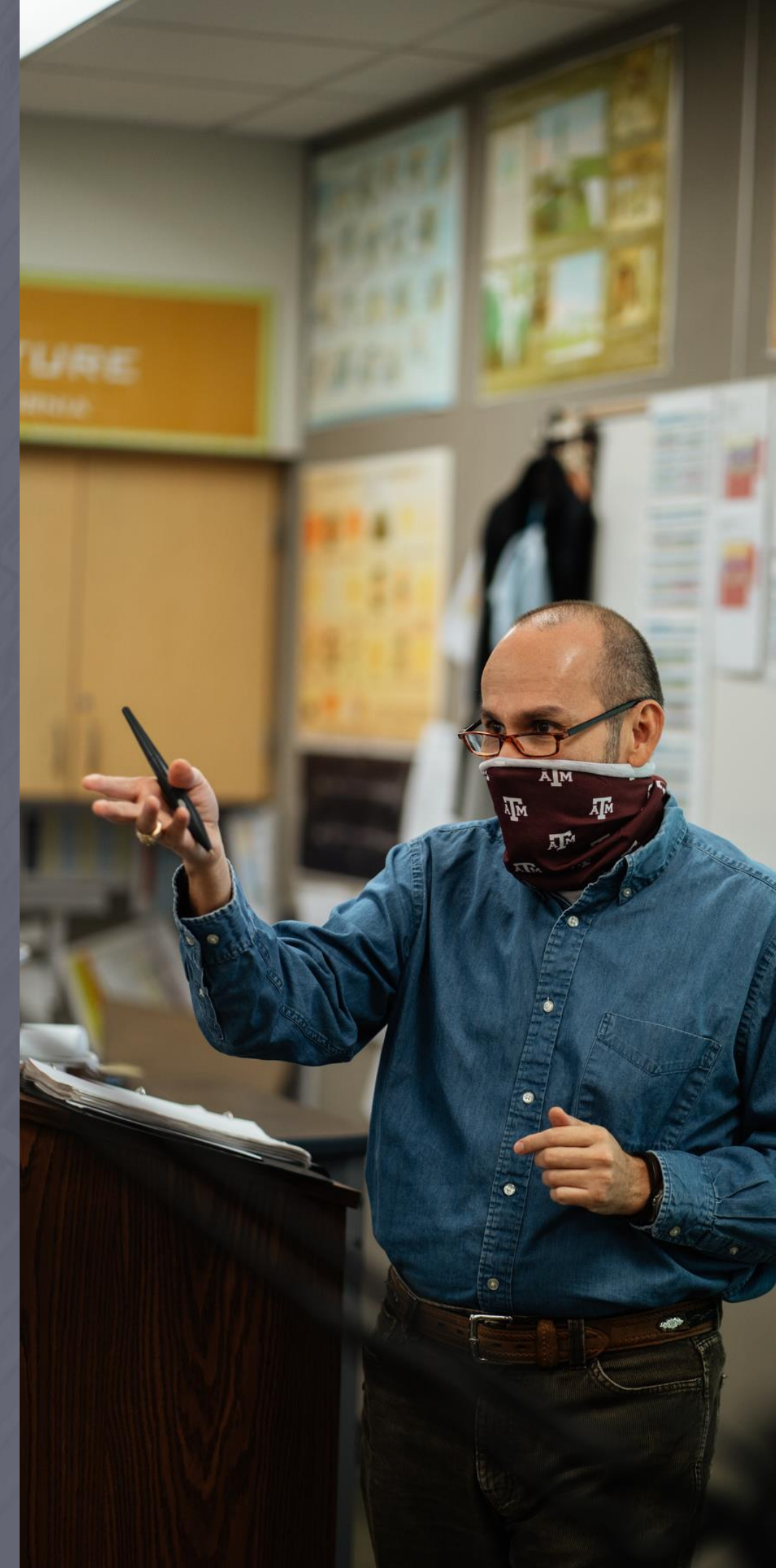
HOW TO PROVIDE SUPPORT

A FEW OTHER KEY QUESTIONS THAT CAN ASSIST RAD...

"Have you ever reached out for counseling in the past? Or are you connected to any services or support at this time?"

"Would you be interested in the mental health services offered at COS?"

"Are you in a safe environment right now?"



MAKING A REFERRAL

HOW TO MAKE A REFERRAL

LOW-MEDIUM RISK

If there is not an immediate health or safety concern, make a referral by:

- Preferred method:
Completing the referral form at your MyGiant portal or COS website
- Call/email your Division Chair or Dean for support
- Call/email RAD team members

HIGH RISK

If there is an emergency related to safety (themes of or direct statement of, self-harm, suicide, or harm to others, seems out of touch with reality, displays delusional or aggressive behavior, etc.) get immediate help by:

- **Contacting 911: V|730-3999, H|583-2599, T|688-3299**
- Once you've gotten immediate help, make a referral to the team

RAD REFERRALS

ARE MADE VIA "TELL-A-GIANT" REPORTS



- Faculty, Staff and students can submit reports using MyGiant or the District's website.
- Reports are made by clicking on the "Tell A Giant" link at the bottom of COS.edu homepage or in your MyGiant portal.

INCIDENT REPORT CATEGORIES INCLUDE...

- Student Conduct Reports (staff and faculty referral only) (AP 5500)
- Academic Dishonesty (staff and faculty referral only)
- Student Complaints (any student)
- Students of Concern (concern about the well-being of a student)
- Sexual Assaults or Harassment (Title IX complaints)



SUBMITTED REPORTS OR COMPLAINTS ARE HANDLED BY A RAD MEMBER

<https://www.cos.edu/en-us/student-support/tell-a-giant>

HOW TO MAKE A REFERRAL

INFORMATION TO INCLUDE...

- Any demographic information known: **name**, **contact information**, etc. Objective description of actual **observed behavior**, **statement**, **written communication**, etc., that led to your concern.
- Specific examples, including **direct quotes** of what was said, **emails exchanged**, **assignments submitted**, etc., that are relevant to your concern.

FACULTY LINK TO REPORT FOUND IN YOUR MYGIANT “MAXIENT” ICON.



VIDEO ON COMPLETING FORM:

<https://vimeo.com/444952206>

TO REPORT:

<https://www.cos.edu/en-us/student-support/tell-a-giant>



WHAT HAPPENS AFTER A REFERRAL?



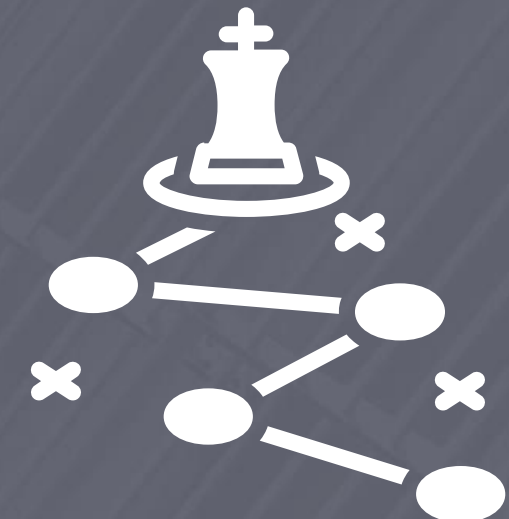
Gather Data

Once the BIT team receives the referral, we will begin collecting any additional information to put together the pieces of the puzzle.



Assess Concern

In order to determine how to best intervene and support the student, the BIT team reviews the data collected to assess the level of concern, risk, or threat.



Deploy Interventions

Based on the level of concern, risk or threat, the BIT team will deploy interventions such as a meeting with the individual, case management services, restorative justice, police/campus safety response.

FREQUENTLY ASKED QUESTIONS

AND ANSWERS! ---

Q: What if the person asks me to keep their information confidential and they don't want me to make a referral?

A: Unless you are a licensed counselor, doctor, or clergy, you are not bound to a confidentiality clause. FERPA allows you to share this information with the team for the safety and wellbeing of the student and of the campus at large.

If you're worried, or you have information that would be important to share, make the referral.

The referral is designed to help the student and connect them with resources, not get them in trouble.

Try saying something like.... "Thank you for sharing this with me. I am pretty worried about you and everything you've been going through. There is a team on campus, the RAD Team that helps with these types of issues. I'm going to make a referral and they will reach out to you to check in and offer support".

A background image of a classroom with several students. In the foreground, two young women are seated at a desk. The woman on the right is smiling and looking towards the left, while the woman on the left is looking down at a notebook. A water bottle is on the desk. In the background, other students are visible, including one standing and another sitting. The image has a semi-transparent dark overlay.

QUESTIONS?

CONTACT INFORMATION

Email the RAD Team - RAD@COS.edu

Call the Office of the Deans of Student Services - 559-737-5441

Contact any RAD Team Member

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