

CARE or Conduct Report? (During Remote Operations)

Code of Student Conduct

All students expected to conduct themselves according to the standards described in SVC's Code of Student Conduct, found at www.skagit.edu/conduct. These standards, which are part of Washington Administrative Code (WAC), are consistent with our guiding principles of Respect, Integrity, Open & Honest Communication, Compassion, and Collaboration. Students expected to comply with SVC's Code of Student Conduct both on and off campus when participating in college activities. Any person who observes student conduct counter to these standards is encouraged to report such behavior to a Student Conduct Officer using the [Conduct Incident Report Form](#).

SVC CARE Team Incident Report

The SVC CARE Team works directly with students to find solutions to academic, social, and personal issues that may impact a student's potential for success. Congruently, SVC seeks to foster a climate of safety that requires the involvement of all college community members. Faculty, staff, students, and other community members are encouraged to report observed behavior that warrants concerns for the safety and well-being of the community, or the safety of an individual. [SVC CARE Team Incident Report](#).

Level I- Academic Crisis (Financial Aid, Grades, Needs academic support)

Referral to counseling and advising office. Options for appointments are being offered by phone or online Zoom appointment. To schedule an appointment please call 360.416.7654.

- **Counselors and advisors** are monitoring their email regularly and you may continue to email them your questions or phone them directly.
- **Notify the Early Alert team** (If you have questions about the Early Alert process, please contact [Alison Fernandez, Associate Dean of Advising & Retention](#))
- Follow-up with an [SVC CARE Team Incident Report](#) if needed.

Level II- Non-urgent Personal Crisis (Can wait for an appointment with counselor; may have a mental health, housing, or other needs that need referral to outside agency)

- Referral to an SVC counselor- call 360.416.7654 to schedule an appointment. Counselor will meet with student via phone or zoom and review potential resources that support student situation. Often times it will be a referral to their doctor, Community Action, Compass Health, or SeaMar.
 - Follow-up with an [SVC CARE Team Incident Report](#)

Level III- Urgent Personal/Mental Health Crisis (Student is presenting with suicidal ideation & has a plan; cannot wait for an appointment, must be seen immediately)

- Contact SVC counseling office right away- call 360.416.7654. If immediate contact cannot be made move to Level IV (call 911).
- Stay connected with the student, let them know you care about them and will connect them to an SVC counselor right away.
- Ask student if anyone else is with them, where they are physically located (address) and what their phone number is in case you are disconnected.
- Once counselor is connected with the student, they will stay with student and contact the Mobile Crisis Outreach Team (MCOT) at Compass Health or move to Level IV if needed.
 - Follow-up with an [SVC CARE Team Incident Report](#).

Level IV- Emergency! (Student is immediate threat to self or others) Call 911 and then SVC Security 360.416.7777 (MVC) or 360.679.5383 (WIC)

- Do not leave the person alone. See Level III information on how to stay connected with the student.
 - Follow-up with an [SVC CARE Team Incident Report](#).