



## FACTORY AND STAFF GUIDELINES FOR RECOGNIZING AND HELPING STUDENTS AT RISK

Faculty and staff are frequently the first persons who are able to identify a student in distress. Faculty and staff are often perceived by students as the people to go to for advice and support. Your interest and concern may be critical in helping a student regain the emotional health necessary for academic success. Your response is essential for the welfare of the campus environment.

**When should you make a report to the CARES Team?**

You should report all student concerns (e.g., extended absences by a typically engaged student, unusual behavior, or verbal or written threats).

**When should you make a report to the Office of the Vice President for Student Affairs, Building 1A, Room 301, ext. 2335?**

Place a report if a student's behavior regularly disrupts the education, the extra-curricular, or co-curricular process. Some situations are more urgent and require immediate attention.



**What will happen once a report is made?**

A member or members of the CARES Team will design a plan to intervene with the person who may be of interest to the committee. The student who you report will be given the support and assistance he or she requires by the CARES Team and other College and community resources.

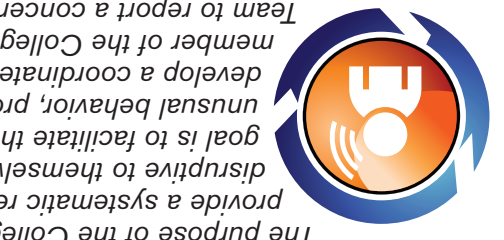
### Is there a mechanism for after-hours reporting?

Yes. Please complete the Online Reporting Form at [www.csi.cuny.edu/cares](http://www.csi.cuny.edu/cares).

**In case of an emergency, please call the Office of Public Safety at 718.982.2111.**

## TEAM MEMBERSHIP

The CARES Team Members represent a cross-section of dedicated professional staff who have received training in behavioral intervention strategies locally, regionally, and nationally. Please open up the folded poster included as part of the CARES brochure for a listing of the CARES Team contact information.



## MISSION

The purpose of the College of Staten Island's CARES Team is to provide a systematic response to students whose behavior is disruptive to themselves and/or the campus environment. Our goal is to facilitate the early recognition of inappropriate or unusual behavior, provide early intervention, mitigate risk, and develop a coordinated plan to help students in crises. Any member of the College community can reach out to the CARES Team to report a concern by contacting a CARES team member or completing an online reporting form at [www.csi.cuny.edu/cares](http://www.csi.cuny.edu/cares).

- To balance the individual needs of students and those of the campus community.
- To provide a positive, structured method for addressing student behaviors that impact the College community and may involve health and/or safety issues.
- To provide individual case management and timely interventions.
- To provide coordination of communication, management of cases, and intervention.
- To be a resource for students, faculty, and staff by providing guidance, advice, and education in response to problem behaviors on the campus.

## FREQUENTLY ASKED QUESTIONS

### What is the CARES Team?

The College of Staten Island CARES Team is a committee of trained professionals that meets once a month (or more regularly when the need arises) to review situations involving students about whom reports are received. The CARES Team will determine an intervention for any individual should it be necessary.

### Why do we need a CARES Team at CSI?

Members of the campus community are often the first to recognize that dangerous and/or disruptive behavior is symptomatic of a person who may need assistance. The CARES Team has been established to respond to reports made by members of the campus community and develop interventions that may ensure the maintenance of safety and order on the campus.

### What should I report?

Following the New York City campaign, "If you see something, say something," campus members are encouraged to do the same. If you see any behavior that you feel is dangerous or disruptive, please report it to one of the CARES Team members or fill out the Online Reporting Form. You may be contacted by a CARES Team member for more information if needed.

# Campus Assessment Referral and Evaluation System

**CARES Team**  
College of Staten Island / CUNY



### When should I contact public safety (ext. 2111)?

- If a student is posing a real or perceived threat of physical violence to himself/herself or others.
- If a student is disoriented, acting strangely, or disrupting the environment.
- If a student is under the influence of drugs or alcohol.
- If a student reports a sexual assault.
- If a student is involved in any other criminal behavior that may pose a threat to the campus community.

### When should I make an immediate referral to the Counseling Center (Building 1A, Room 109, ext. 2391)?

- If student expresses suicidal thinking.

If a student is in significant emotional distress. For information about recognizing and helping students in emotional distress, go to [www.library.csi.cuny.edu/~counseling/facultyguide.pdf](http://www.library.csi.cuny.edu/~counseling/facultyguide.pdf)



CARES Team  
Contact  
Information

**[www.csi.cuny.edu/cares](http://www.csi.cuny.edu/cares)**

**Dr. Ann Booth**  
Director, Counseling Center  
Building 1A, Room 109  
**718.982.2391**  
ann.booth@csi.cuny.edu

**Linda Conte**  
Director, Health and  
Wellness Services  
Building 1C, Room 112  
**718.982.3129**  
linda.conte@csi.cuny.edu

**Christopher Cruz Cullari**  
Director, Center for  
Student Accessibility  
Building 1P, Room 101  
**718.982.2510**  
chris.cruzcullari@csi.cuny.edu

**Salvador B. Mena**  
Assistant Vice President  
for Student Affairs  
Building 1A, Room 301  
**718.982.2335**  
salvador.mena@csi.cuny.edu

**Paul Murtha**  
Director of Public Safety  
Building 2A, Room 108  
**718.982.2116**  
paul.murtha@csi.cuny.edu

Additional team members may be added to  
provide support and assistance to students  
in crisis.



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