Starfish Reference Guide
for General Concern Note and Student Behavior Concern Flag

Most student behavioral issues can be classified in one of four categories:

1. **Distress**: Behavior that is uncommon and unexpected (i.e. sad, irritable, lack of motivation, etc.).
2. **Distraction**: Behavior that draws attention away from, but does not inhibit, normal duties/activities and does not pose a threat to safety or security (i.e. cell phone use during a class, prolonged behavior consistent with the distress category, etc.).
3. **Disruption**: Behavior that interferes with the operation of normal duties/activities and does not pose a threat to safety or security (i.e. behavior that disrupts a class, prolonged behavior consistent with the distraction category, etc.).
4. **Danger**: Behavior that may pose a threat of danger and/or injury to self or others.

All members of the UND community who have a role in Starfish now have access to two ways of documenting student behavioral concerns:

1. Make a **General Concern note.**
2. Raise the **Student Behavior Concern flag.**

GENERAL CONCERN NOTE

When to make a General Concern note?

The general concern comment **may** be used to document behavior as described in the **distress** category and **should** be used to document behavior as described in the **distraction** category.

If you are unsure of the behavior or if it should be documented, contact the Office of Student Rights and Responsibilities (OSRR, 701.777.2664).

General concern comments are visible to OSRR, but they are not monitored. They are reviewed if the student has had other concerns brought to the attention of the OSRR staff.

What happens after I make a general concern note?

General concern notes are not monitored. **If additional action is needed** in a situation, **raise the student behavior concern flag or contact OSRR.**

How to make a general concern note:

1. Select the student of concern through Starfish.
   - If you do not know the student's name and/or student number, please contact OSRR for guidance.
2. Select 'Note' on the top of the student's page.
3. Select 'General Concern Note' note type.

4. Type the details of the concern in the comment section.
   - The comments should focus on behavior (either observed or reported) and avoid opinions and personal feeling regarding the student and behavior.
5. Select 'Submit'
- **NOTE:** The student is not able to see the note or the comments associated with the note (unless you select 'send copy of note to student'). However . . . the student would be able to see the comments if they request to view their educational record.

STUDENT BEHAVIOR CONCERN FLAG

When to raise a student behavior concern flag?

The student behavior concern flag **may** be used to document behavior as described in the **distraction** category and **should** be used to document behavior as described in the **disruption** category.

If you are unsure of the behavior or if a flag should be raised, contact OSRR (701.777.2664).

Student behavior concern flags are monitored by OSRR.

What happens after a student behavior concern flag is raised?

1. The flag raiser will receive an email indicating that the flag has been successfully raised.
2. OSRR will receive an email notifying the OSRR staff that a flag has been raised.
3. OSRR will review the flag and respond to the concern.

What to do if a behavior concern requires immediate attention or poses a threat of danger and/or injury to self or others?

Contact the UPD (701.777.3491) or call 9-1-1 immediately.

How to raise a student behavior concern flag:

1. Select the student of concern through Starfish.
   a. If you do not know the student's name and or student number, please contact OSRR for guidance.
2. Select 'Flag' on the top left corner of the student's page.
3. Select 'Student Behavior Concern' flag type.
4. OPTIONAL – Select a specific course for the concern (if applicable).
5. Type the details of the concern in the comment section.
   - The comments should focus on behavior (either observed or reported) and avoid opinions and personal feeling regarding the student and behavior.
6. Select 'Save.'
   - **NOTE**: The student is not able to see the flag or the comments associated with the flag. However . . . the student would be able to see the comments if they request to view their educational record.