Behavior Intervention Team Agenda

Wednesdays
1100 hrs

Welcome

Task List

- Discuss students who have caused a disturbance or disruption

  Dean of Students
  Brett Gaffney

  Disability Services
  Sharon Bellwood

  Housing
  Kevin Kerr

  Counseling Services
  Travis Gleton

  Campus Police
  Terrance Brooks

- Discuss students who have been referred to BIT for Disciplinary Reasons or Mental Health reasons

  ALL

- Other

  ALL

- Adjournment
Behavioral Intervention Team

PURPOSE
Greenville Technical College expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the areas of self harm and harm to others. In the event that the College is presented with a credible report that a student has harmed themselves, others, has a medical concern, or disruptive within the living and learning environment may be required to attend mandatory assessments.

Reports that are submitted regarding student behavior or concerns are submitted to a panel that represents a cross disciplinary team of qualified campus professionals. The panel will determine what type of assessment is appropriate with alternative interventions that are appropriate for the situation. This panel is referred to as the Behavioral Intervention Team (BIT) and they meet weekly to discuss all situations that have occurred in a seven day period.

Faculty and staff may contact the Dean of Students Office if they have non-immediate concerns about students and to notify of student absences. All immediate concerns should be referred to Campus Police.

BEHAVIORAL INTERVENTION TEAM MEMBERS & ROLES AND RESPONSIBILITIES
Dean of Students – Chair
Chief of Campus Police – Co-Chair
Director of Greenville Tech Foundation Student Housing
Director of Counseling Services
Director of Disability Services

Ad Hoc Members
Other members of the Campus Community as needed.

The BIT has 5 core members that meet weekly to address all cases that have occurred during the last seven days. These core members have been selected due to their positions at GTC allowing them to have unique information and experience in dealing with students. All ad hoc members could be called upon at anytime to meet with BIT to offer specific information about a student. Appropriate personnel from the satellite campuses will be invited to attend once a month to provide input on that campus.

Chair – The Chair will be the Dean of Students who has high level authority to manage student behavior and who has a solid understanding of GTC student policies, procedures, and student disciplinary matters. The chair will ensure that all roles and responsibilities of BIT members are clearly articulated and all BIT policies and procedures conform to applicable, ethical, legal, and best practices. The Chair ensures that the team tracks BIT data through annual reports and other methods. It is also important that the Chair in conjunction with other BIT members monitor and periodically update policies and procedures as the law and best practices change.
The Chair will also be the designated point of contact for staff, faculty, students, and others who may have concerns about a particular student. The Chair is responsible for preparing agendas, assembling the team, and focusing the team on student conduct/behavior than his or her actual or perceived mental health condition or disability. The Chair will make all parental notifications and issue all disciplinary conduct contacts.

Chief of Campus Police – Co-Chair - The law enforcement member will provide safety planning as well as gather background information regarding students who may be of concern. They will also be responsible for following up with any person that has referred a student to BIT.

Director of Counseling Services – The counseling professional will lead the process of assessing the risk that a student may pose to self or others. The counseling professional cannot disclose identifiable student information however; she or he can still offer guidance regarding the best plan of action given the details of the specific case.

Director of Disability Services - They have a broader perspective regarding student disability issues as a result of their training and experience. The Director will keep the BIT team advised of disclosure related to FERPA and HIPAA.

Director of Greenville Tech Foundation Student Housing – They are in a unique position of having a broader perspective regarding student issues as a result of receiving information relating to a students living environment.

In the event of an emergency situation, core members will be phoned or emailed to determine a response plan. The Chair or designee of BIT in addition of two other members must be present before a response plan can be implemented.

**TERMINATION/SUSPENSION/TRESPASS WARNINGS**

When the Dean of Students or his/her designee has reasonable cause to believe that the student's presence on College premises or at a college-related or registered student organization activity poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately administratively suspended from College premises, college-related activities or registered student organization activities, and is not permitted to participate in, or complete academic coursework. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the College. The process for Administrative Suspension as per the Student Handbook is as follows:

**A. Administrative Suspension**
1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student’s continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).

2. The president, or his/her designee, shall notify the chief student services officer in writing about the nature of the infraction and the name of the student before 5 p.m. of the first class day following imposition of the administrative suspension. The chief student services officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the president or his/her designee.

In those situations where disruptive behavior (i.e., severe emotional problems; threat to the safety and health of an individual, group or students of the entire academic community) is exhibited by an individual student or group of students, the Dean of Students will take immediate action to determine if the student or students should be terminated as a student of GTC.

If the disruption is a result of an unresolved mental health issue, BIT will assemble to decide a course of action.

Upon receipt of a complaint or incident report the BIT team can direct the Campus Police to issue a trespass warning informing the student were they are not allowed and whom they must not contact.

**STUDENT CONDUCT OUTCOMES**

The Dean of Students will share all disciplinary outcomes for acts of violence, disruption, threats and other pertinent offenses with the BIT team. However, the Chief of Campus Police will follow up with complaints and confirm that BIT will take action on their report or forward it to the proper authorities.

**PARENTAL NOTIFICATION**

The notification of parents will be the responsibility of the Dean of Students. The College will notify the parents of dependent students that are placed on a behavioral contract or a behavioral response plan by BIT unless, in the College’s judgment, informing the parents will be detrimental to the student’s success.
PROCEDURES FOR ADDRESSING DISRUPTIONS CAUSED BY POSSIBLE MENTAL HEALTH ISSUES
Most disruptive or inappropriate behavior is subject to the GTC’s Student Disciplinary Procedures but, there are times when the disruptive or inappropriate behavior is due to mental or emotional health issues of a student. If mental health issues are the basis for a student’s behavior they need to be dealt with for the benefit of the student as well as faculty, staff and other students. In recognition that disruptive or inappropriate behavior may be due to mental or emotional health issues, this procedure was developed as an alternative for handling such behavior in lieu of the student judiciary proceedings not to be tolerated and must be addressed. This procedure is intended to be proactive in addressing this issue.

Procedure:
1. If anyone on campus is concerned that certain behavior may be the result of mental or emotional health issues, it should be reported in writing to the Dean of Students. The report should outline the concern by detailing the specific behavior of concern. This report should include:
   A. The length of time and/or dates of the incident(s).
   B. Specific descriptors of mood
   C. What, if applicable, the person making the report has tried to do in order to alleviate the situation
2. It is preferred that the student or individual be informed by the person making the report, that his/her behavior is of concern, and that a statement of concern was sent to the Dean of Students. When the statement is received; the Dean of Students will communicate with the student summarizing the concern and requesting the student meet with the Dean of Students to review the situation within 24 hours.
3. At the meeting, the Dean of Students will communicate the inappropriate behavior to the student and possible course of action to the student, which may include but is not, limited to the following if it does not cease:
   A. The student will be evaluated by a member of the Counseling Services or Disability Services to determine whether their services are appropriate or, whether the student should work with an off campus professional. In this case, the Counseling Services would assist with the referral, or any other alternatives appropriate to the situation. In these circumstances the student could retain active student status with the College and would sign a release to enable communication between the Counseling Services or Disability Services, the off campus professional, and the Dean of Students.
   B. The student could receive, or continue to receive off campus counseling while remaining enrolled at the College. This arrangement would necessitate communication between the therapist and the Counseling Services Director in order to ensure appropriate College response.
   C. The student could move off campus while remaining enrolled at the College.
D. The BIT team may refer the case to the Student Disciplinary process, if, in their professional opinion, mental health issues are not the basis of the behavior.
E. The student may elect to leave the College. The Dean of Students and/or the BIT would reserve the right to specify that the student be allowed to return.
F. The student may be withdrawn from the College. Once a student has left the College for mental health reasons, his/her return will be contingent on the recommendation of his/her treating health professional. This recommendation that the student is sufficiently able to handle the stresses of succeeding in the living/learning environment will be considered, along with any additional documentation attesting to the readiness of the student to return. The student must also sign a release enabling the student’s therapist to communicate with the Counseling Services Director or Disability Services Director who must also be allowed to share appropriate information with the BIT who will ultimately make and communicate the decision regarding his/her return to the student and to the College.

**Appeal:**

4. The student has the right to appeal the decision of the BIT and the Dean of Students. This appeal must be submitted in writing to the Vice President for Student Services within three school days of receipt of the written notice (of the decision of the BIT or the Dean of Students) or such time as may be reasonable under the circumstances. The appeal must specify the basis for the requesting review of the report and recommendation. The right of appeal does not entitle the student to a full rehearing of his/her whole case. Recognized bases for appeal are: (1) was the procedure followed? (2) has new evidence surfaced which has a direct bearing on this case?

5. The Vice President for Student Services will consider the appeal and will communicate in writing to the student his/her decision to uphold, overturn, or modify the decision of the Dean of Students or the BIT. The Vice President for Student Services cannot modify the decision of the Dean of Students or BIT in a more severe or restrictive direction. The decision of the Vice President for Student Services will be final.

**PROCEDURES FOR ADDRESSING ERRATIC BEHAVIOR AND BEHAVIOR THAT DISRUPTS THE LIVING AND LEARNING ENVIRONMENT**

BIT will utilize the National Center for the Analysis of Violent Behavior Threat Assessment Model along with the Aggression Management Continuum to analyze behavior. Together these models use a four pronged assessment criteria: personality of the student, family dynamics, school dynamics and the student’s role in these dynamics, and social dynamics. The BIT will also categorize the behavior as primal or cognitive based upon the information received.
BIT will measure the context of what occurred/said, intent of what occurred/said, and the reaction of the recipient when measuring the threat. Consideration will be given to the following: what happened, who was involved, when did it happen, where did it happen, why did it happen, how did it happen. BIT will utilize the findings of the National Center for the Analysis of Violent Behavior model and the Aggression Management Continuum to determine whether the behavior is low, moderate, or high. Once the behavior is assigned a rating the appropriate response will be determined by the BIT.

The following is a guideline for determining the severity of behavior situations.

LOW
These are behaviors that should indicate that a problem is developing and will likely continue without intervention.

Behavior Examples:
- Abusive language
- Excessive use of profanity
- Argumentative
- Lack of cooperation when requests are made
- Sexual comments, gestures, or innuendoes
- Negative attitude toward the rules
- Displays of anger
- Emotionally erratic
- Veiled threats

Recommendations:
- Document incident
- Review behavioral expectations with student
- Utilize disciplinary system

MEDIUM
These behaviors should indicate and escalation and without intervention and incident could occur.

Behavior Examples:
- Overt, covert, or indirect threats
- Expressed desire to do harm to others
- Attempts to instigate fights
- Open defiance of the rules
- Belief that others are conspiring against them or persecuting them
- Violent notes sent to others
- Expressed suicidal thoughts or threats
- Physically acting out of anger
Comments about weapons or stories of harming others
Severe emotional distress

Recommendations:
- Document incident
- Take to BIT for a response plan

**HIGH**
These behaviors are dangerous and require immediate intervention.

Behavior examples:
- Clear intent to harm
- Physical assault
- Intense anger
- Overt threats to kill
- Showing a weapon
- Suicide attempt

Recommendations:
- Call Police
- Notify BIT

**PROCEDURES FOR ADDRESSING MEDICAL CONCERNS**
Immediate referral to Disability Services.

**TRAINING/CASE MANAGEMENT/TRACKING AND MONITORING**
All BIT members will participate in yearly training and review case law changes and best practices.

The BIT will conduct a chart audit of cases annually. All reports will be housed in the Dean of Students office and she or he will ensure that the BIT has a clear record of the actions it has taken. The Dean of Students shall prepare the agenda and issue it to all BIT core members sixteen hours prior to their weekly meeting. All students that are referred to BIT for disciplinary reasons or mental health will remain on the agenda for the academic year.

The Dean of Students or whom he/she appoints will conduct periodic meetings with students on a behavioral response plan. During the periodic meetings the BIT member will ensure that the student is adhering to the recommend conditions of their plan. All students that are not adhering to their plan will be referred back through the process. The BIT member shall document each contact and issue a report to the Dean of Students after their meetings.
DATE

Ima Student
65 Circle K Lane
Greer, SC 29651

Dear Ms. Student:

There are times when the Behavioral Intervention Team and/or the Dean of Students can exercise several options when applying disciplinary sanctions for student misconduct. Certain behaviors you have exhibited during the (Term) semester and the (Term) semester have caused the Behavioral Intervention Team and/or the Dean of Students to have serious concerns about your readiness for college. Specific instances are noted below:

- Severe Emotional distress inflicted upon another person
- Physical abuse inflicted upon another person/Assault
- Under Influence of Drugs
- Willful Damage to Property
- Inappropriate outburst/disruption
- Self-report/disclosure (voices/ideations/delusions, etc.)
- Retaliation/Making Threats to Others
- Unauthorized presence
- Possession or use of firearm or other dangerous weapon on campus
- Possession/use/distribution of a Controlled / Non-Controlled Substance
- Possession/use/distribution of any beverage containing alcohol
- Suicide Attempt
- Suicidal Ideations/Homicidal Ideations
- Intimidation/Bullying
- Sexual Harassment
- Harassment
- Cyber Harassment
- Other Incident: _________________________

Therefore, it has been determine that you must withdraw from Greenville Technical College (GTC) for the (Term) semester. You may be considered for enrollment for the (Term) semester based on the conditions listed below:

1. If you decide to return to GTC, you will be required to present documentation from your mental health professional stating your current mental health condition. Travis Gleaton, Director of Counseling Services and Sharon Bellwood, Director of Student Disability Services, who will determine your readiness to return to the academic environment, will review this documentation. Submitting this documentation does not guarantee that you will be eligible to re-enroll. Additionally, please be advised that
in some instances, the Behavioral Intervention Team may review the documentation as well.

2. If you are allowed to return to the college, you will be required to meet weekly with a member of the counseling staff at GTC AND your private mental health provider to provide you with the support needed for a successful academic experience.

3. If you have questions or concerns, please do not hesitate to be in contact with or Mr. Gleaton at (864) 250-8137 or Ms. Bellwood at (864) 250-8408. Either will be happy to assist you if you decide to return to Greenville Technical College.

4. Upon your return to Greenville Technical College, your behavior will be monitored for one calendar year.

Finally, you have the right to appeal. If you choose to appeal, you must notify me in writing within three instructional days of receipt of the written notice. You may have someone deliver your notice of appeal to the Vice President of Student Services office (Admissions and Registration Center, Room 110), you may email your appeal to the Vice President of Student Services at (redacted) or you may fax it to the Vice President of Student Services office at (864) 250-8642. **You are not to return to any of Greenville Technical College's campuses or properties until your appeal process has been completed.**

If you have any questions, please do not hesitate to contact me at 864-250-8100.

Sincerely,

Brett Young Gaffney,
Chairperson, Behavioral Intervention Team

Enclosure
CF: Student File
Procedure for appealing the decision of the Behavior Intervention Team (BIT) and/or the Dean of Students

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3. The Vice President for Student Services will consider the appeal and will communicate in writing to you his/her decision to uphold, overturn, or modify the decision of the Behavioral Intervention Team or the Dean of Students. The Vice President for Student Services cannot modify the decision of the Behavioral Intervention Team and/or the Dean of Students in a more severe or restrictive direction. The decision of the Vice President for Student Services will be final.
Recognizing a Troubled Student

Greenville Tech Counselors

Everyone feels overwhelmed, anxious, or stressed from time to time. Some behaviors that occur over a period of time can suggest that a student’s normal coping mechanisms are breaking down. The following three levels of behaviors indicate a relative severity of distress.

Level 1: Not disruptive to others but counter-productive to self

- Unusual or markedly changed patterns of interactions: withdrawal, becoming anxious when called upon in class, dominating discussion
- Depressed mood: crying, inability to make transition to school environment
- Lethargic behavior: lack of energy, swollen or red eyes; decrease in personal dress and/or hygiene; falling asleep in class; excessive procrastination; low motivation
- Nervousness, agitation, irritability: excessive activities, rapid speech, anxious behavior
- Changes in appearance, attitude, alertness, attention and concentration
- Repeated requests for special consideration, or makes excessive appointments with you

Level 1: Refer* to Divisional Counselor

Level 2: Reflects significant emotional distress, a need for intervention, as well as a reluctance or inability to acknowledge a need for personal help

- An unusual or exaggerated emotional response
- A student with no apparent illness loses a dramatic amount of weight in a short time
- Change in mood, thought processes and content, perception (reality based?), impulse control

Level 2: Make direct and immediate call to counselor while student is still with you; call or walk the student over to the counselor’s office

Level 3: A student is in obvious crisis and requires immediate intervention

- A new or consistent behavior which pushes the limits of decorum
- Alarming content in discussions
- Highly disruptive behavior (hostile, aggressive, violent)
- Inability to communicate clearly (garbled or slurred speech, disjointed thoughts)
- Loss of contact with reality
- Overtly suicidal thoughts
- Homicidal threats

Level 3: Call campus police 250-8911; stay with the student until campus police arrive
*Referring a Distressed Student*

**Responding/How to approach:**

✓ Be simple, direct, and firm
✓ Demonstrate respect by finding a time and place free from distractions and interruptions/disturbances by others
✓ Talk in a caring, non-judgmental way
✓ Give the student your undivided attention!!!
✓ Listen in a respectful, non-threatening, and non-judgmental way — let the student talk; practice active listening (listening to understand, not to fix!)
✓ Be matter of fact (controlling your emotions can help the student do the same), express concern (using “I” statements and personal observations)
✓ Do not attempt to make a referral when the student is so upset and confused that they cannot understand or listen to you. Wait until they have calmed down enough to respond.

**Specific Options:**

✓ Suggest the student call for an appointment; suggest the student email the counselor for an appointment; walk the student over to the Counselor’s Office
✓ Some students will feel ambivalent about seeking help from any source, including a Counselor/Advisor. This can be reflected in statements such as “My problem isn’t that serious” or “My problem is too serious, they can’t help me.” In either case, this student may be unsure about what coming to a Counselor means and may be fearful of the unknown. A direct response can be helpful — “If your problem is not appropriate for the campus Counselor, they can make sure that you are directed to the right place.”
✓ When in doubt, consult, call, or talk to the counselor, letting them know you are concerned. The counselor can help you assess the seriousness of the situation and help you learn about resources and referral options. The Counselor can help you clarify your feelings regarding the student to allow you to consider how you can be most effective in working with that student.