

## CARES BEHAVIOR INTERVENTION TEAM (BIT) PURPOSE

The Behavioral Intervention Team (BIT) is a resource that works to ensure our campus community is a safe place for teaching and learning to occur. The BIT is not a disciplinary board, but rather the central point of contact for reports of concerning behavior in order for the campus community to coordinate intervention services.

**Student Conduct/Judicial & Title IX Issues:** Dr. Roxanne DelRio (All Campuses)

**Campus Police & Emergency Management:** Chief Nicole Shaw 940- 668-4270, Dillon Bannister (GAINESVILLE) 940-668-3309

**Counselors:** Courtney Jaimes (Room 120-CORINTH, by appt. in DENTON & FLOWER MOUND), Felicia Smith (Room 108-GAINESVILLE), Charise Bewley (BOWIE & GRAHAM), and [TIMELYCARE](#)

**Office for Students with Disabilities (OSD):** K. Wayne Smith (Room 170-CORINTH, and by appt. in DENTON & FLOWER MOUND), Yvonne Sandmann (Room 111-GAINESVILLE, and by appointment in BOWIE & GRAHAM)

**Campus Deans or Campus Coordinators:** Roy Culberson (CORINTH), Jessica DeRoche (DENTON & FLOWER MOUND), Robbie Baugh (GAINESVILLE), Karen Davis (BOWIE), Dr. Magen Bunyard (GRAHAM)

### LOW LEVEL BEHAVIORS (CONDUCT)

<p><b>EXAMPLE BEHAVIOR</b></p> <ol style="list-style-type: none"> <li>Behavior which disrupts the flow of instruction or concentration, such as arriving late, leaving early, sleeping in class, frequently interrupting the instructor, talking over other students, etc.</li> <li>Text messaging or the continued use of any electronic device which disturbs others</li> <li>Behavior that seems to be inconsistent with proper classroom decorum</li> </ol>	<p><b>FACULTY RESPONSE</b></p> <ul style="list-style-type: none"> <li>Tell the student to stop the behavior, be specific</li> <li>Arrange to talk with the student privately about the inappropriate and/or disruptive behavior</li> <li>Document situation and summary of conversations with student through the Retention Tab/Early Alert link in MyNCTC (<i>select student from your roster, then add specific NOTES detailing actions that have been taken and any additional contact info. for the student</i>)</li> </ul>	<p><b>COMMUNICATING CONCERNS</b></p> <ul style="list-style-type: none"> <li>Clearly state your behavior expectations and consequences/sanctions for noncompliance (<i>have these outlined in your syllabus</i>)</li> <li>Be specific about the behavior that is disruptive and how it impacts others. Acknowledge student's strengths and your support for their success</li> <li>Offer strategies for academic skills and life issues, refer to on-campus resources</li> <li>Clearly explain the next-level consequence if this behavior continues (<i>see Moderate Level</i>)</li> </ul>	<p><b>CLASSROOM MANAGEMENT TIPS</b></p> <ul style="list-style-type: none"> <li>Repeated Low Level behaviors can escalate to Moderate or High Level concerns. It is best to pre-plan how you may use sanctions to manage inappropriate / disruptive classroom behaviors</li> <li>Limit the number of questions students can ask during class if one or two students dominate discussion or ask questions that disrupt the flow of instruction/discussion (<i>ex. "John, your line of questioning is off-topic. Please refrain from asking further questions until I have presented the remainder of this material."</i>)</li> <li>Enforce expectations (<i>like no cell phone use policy</i>) and consequences consistently (<i>ex. "Joy, your constant texting is disruptive. I expect you to listen to the discussion, or leave the classroom."</i>)</li> </ul>
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### MODERATE LEVEL BEHAVIORS (CONDUCT)

<p><b>EXAMPLE BEHAVIOR</b></p> <ol style="list-style-type: none"> <li>Continued Low Level behaviors</li> <li>Offensive, lewd, or aggressive language-verbal or written-which creates a hostile or discriminatory environment</li> <li>Inappropriate emails: high quantity, unreasonable expectations of faculty responses, extremely personal stories or other topics not germane to course</li> </ol>	<p><b>FACULTY RESPONSE</b></p> <ul style="list-style-type: none"> <li>Document student conduct situation through a <a href="#">CARES report</a> -attach any supporting documentation such as e-mails from student (s)</li> <li>Consult with Division Chair, Academic Dean, or Campus Director to determine how to match the consequences to the behavior and if student can remain in the class</li> <li>Always document sexual harassment or discrimination concerns through a Title IX <a href="#">CARES report</a></li> </ul>	<p><b>COMMUNICATING CONCERNS</b></p> <ul style="list-style-type: none"> <li>Immediately address the behavior and how it conflicts with appropriate classroom conduct</li> <li>"Bill, the language you are using is inappropriate and won't be tolerated. Our class is an open forum for respectful discussion."</li> <li>"Megan, I have asked you not to make these types of posts on our discussion board-we need to meet to determine if you can stay in this class."</li> </ul>	<p><b>CLASSROOM MANAGEMENT TIPS</b></p> <ul style="list-style-type: none"> <li>Written documentation includes description of what happened, what was said, when it happened, who was involved, what action was taken. Write objectively and give a factual accounting of what happened in a non-judgmental manner in your <a href="#">CARES report</a></li> <li>Have a plan in mind before you need one. Contact your Division Chair or Academic Dean for assistance with determining the best plan of action</li> <li>Again, consistently enforce expectations and consequences</li> </ul>
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### HIGH LEVEL BEHAVIORS (SAFETY)

<p><b>EXAMPLE BEHAVIOR</b></p> <ol style="list-style-type: none"> <li>Aggressive or intimidating verbal or written harassment/threats</li> <li>Extreme changes in appearance such as looking disheveled, disoriented, apathetic</li> <li>Disturbing writings or talking about suicide, violence in their past or future, obsessions with violent acts</li> <li>Signs of paranoia-"everyone is against me"</li> <li>Under the influence of drugs/alcohol</li> <li>Imminent danger of hurting self or others, or in danger of being hurt by stalker or abuser</li> </ol>	<p><b>FACULTY RESPONSE</b></p> <ul style="list-style-type: none"> <li>Contact Campus Safety by calling 940-668-4270 or through the <a href="#">Alertus App</a> during NCTC business/office hours and/or if you are working on campus after business hours</li> <li>Call 9-1-1 if you are off campus outside of business hours, or on a rural campus (Bowie or Graham) if danger is imminent</li> <li>Dismiss class if necessary-do not leave student unattended</li> </ul>	<p><b>COMMUNICATING CONCERNS</b></p> <ul style="list-style-type: none"> <li>Take any type of threat seriously-trust your instincts</li> <li>Keep as calm as possible</li> <li>Don't make promises to keep secrets-let students know their safety is your priority</li> <li>It's your job to report and get help, not diagnose</li> <li>Document situation through a <a href="#">CARES report</a> as a follow up once immediate safety concerns/needs have been addressed</li> </ul>	<p><b>CLASSROOM MANAGEMENT TIPS</b></p> <ul style="list-style-type: none"> <li>You can ask a member of Campus Safety and/or other members of the Behavior Intervention Team (BIT) to meet with you and a student-don't manage these High Level situations alone</li> <li>For students who are not on campus, a member of BIT will contact the student and determine appropriate action to be taken, such as referrals to law enforcement, mental health agencies, and/or initiation of disciplinary proceedings. OR if you had to call 9-1-1- to initiate a wellness check then Campus Safety will follow up with the proper authorities</li> </ul>
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# NCTC Mental Health & Safety Emergency Flowchart

- Actively suicidal (making direct or veiled threats)
- An immediate risk to the safety of others (violent and threatening behavior)
- Having a medical emergency (including potential overdose or intoxication)

Is the Student/Individual posing an immediate mental health and/or safety threat?

**YES**

**During Business Hours?**  
(MON.-THURS. 8AM-5PM,  
FRI. 8AM-NOON)

**After Business Hours?**  
(MON.-THURS. after 5PM,  
FRI. after NOON)

WHERE ARE YOU LOCATED?

**OFFICE OR CLASSROOM:**  
-Call NCTC Campus Safety at 940-668-4270  
-Use the **Alertus Response Button** on your NCTC PC or laptop OR the **Alertus app**  
([www.nctc.edu/campus-safety/get-the-app](http://www.nctc.edu/campus-safety/get-the-app))

**BOWIE, GRAHAM, OFF CAMPUS\***  
-Call 9-1-1  
\*High School Campus-Contact School Resource Officer or Counselor

**DORMS:** Call NCTC Campus Safety at 940-668-4270 OR 9-1-1, and Residence Life On-Call #

WHERE ARE YOU LOCATED?

**OFFICE OR CLASSROOM\*:**  
-Call NCTC Campus Safety at 940-668-4270  
-Use the **Alertus Response Button** on your NCTC PC or laptop OR the **Alertus app**  
([www.nctc.edu/campus-safety/get-the-app](http://www.nctc.edu/campus-safety/get-the-app))  
\*Campus is still open for class meetings

**BOWIE, GRAHAM, HIGH SCHOOL, OFF CAMPUS:**  
-Call 9-1-1

**DORMS:** Call NCTC Campus Safety at 940-668-4270 OR 9-1-1, and Residence Life On-Call #

Request assistance from Campus Safety and/or Campus Administrator to ensure you and all students involved, both on and off campus, are safe  
✓ Complete a **CARES** report ([www.nctc.edu/cares](http://www.nctc.edu/cares)) for documentation

Request assistance from Campus Safety and/or Campus Administrator to ensure you and all students involved, both on and off campus, are safe  
✓ Complete a **CARES** report ([www.nctc.edu/cares](http://www.nctc.edu/cares)) for documentation

Review the list of additional resources below as well as communication templates, behavior intervention guidelines, and additional student support guidance on the **CARES** page ([www.nctc.edu/cares](http://www.nctc.edu/cares))

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**NO**

**No immediate threat but still have concerns about student's well-being or behavior**

You have **DIRECTLY** asked about suicidal ideations or intent to harm others and there is no plan or threat to personal safety, however some follow-up assistance/guidance is needed.

✓ Student is in need of mental or physical healthcare, financial assistance, or connection to other resources to assist with basic needs (food, housing, etc.)?  
Complete a **CARES** report at [www.nctc.edu/cares](http://www.nctc.edu/cares)

✓ Student is struggling academically (low attendance, participation, or grades)?  
Submit an **EARLY ALERT** through the Retention tab in MyNCTC

Review communication templates, behavior intervention guidelines, and additional student support guidance on the **CARES** page ([www.nctc.edu/cares](http://www.nctc.edu/cares))



## CAMPUS & COMMUNITY RESOURCES

**TimelyCare** FREE 24/7 telehealth services for current students: [www.nctc.edu/timelycare](http://www.nctc.edu/timelycare) or Call 833-4-TIMELY

- **988 Suicide & Crisis Lifeline:** Call or Text 9-8-8
- **Suicide & Crisis Center of North Texas:** Call 214-828-1000 or 1-800-273-8255
- **National Domestic Violence Hotline:** Call 1-800-799-SAFE (7233)
- **National Sexual Assault Telephone Hotline:** Call 1-800-656-HOPE (4673)

NCTC Campus Safety: [www.nctc.edu/campus-safety](http://www.nctc.edu/campus-safety) or Call 940-668-4270

NCTC Counseling & Wellness: [www.nctc.edu/counseling](http://www.nctc.edu/counseling)

NCTC CARES Team: [www.nctc.edu/cares](http://www.nctc.edu/cares)

NCTC Community Resources: [www.nctc.edu/community-resources](http://www.nctc.edu/community-resources)

Texas 211 Statewide Resource Referral: [www.211texas.org](http://www.211texas.org) or Call 2-1-1

NCTC Employee Assistance Program: [www.awpnow.com](http://www.awpnow.com) or Call 1-800-343-3822

