

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES BEHAVIORAL ASSESSMENT TEAM	Procedure 5.3.3.1
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The following procedures guide the process for the Behavioral Assessment Team (“BAT”).

I. Procedures for Behavioral Assessment Review

A. Step One - Reporting

1. College employees, students, or community members who are concerned about a student displaying the following behaviors should report detailed information to the specified staff as noted below:
 - a. Students who are displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal ideations, intent, or the level of interest and capabilities available) should be reported to the Office of Student Wellness. It is the responsibility of wellness staff to communicate with the HCC Security and Safety Team (and vice-versa) regardless of the severity and details of the circumstances. If the behaviors being displayed include actions that suggest a suicidal attempt or pose an immediate threat to the student or others, the reporting party should contact the HCC Security and Safety Team immediately.
 - b. Students displaying violent and aggressive behavior that poses a direct threat to the health, welfare, and safety of the College community should report to the HCC Security and Safety Team and the Executive Vice President of Instruction and Student Services (“Executive Vice President”) or his/her designee immediately. It is the responsibility of both the HCC Security and Safety Team and the Executive Vice President to communicate with one another regardless of the severity and details of the circumstances.
 - c. In the event a behavioral concern involves any actions that could potentially be against the law or a public safety concern, it is the responsibility of the report recipient to include the HCC Security and Safety Team and the School Resource Officer (SRO)/Haywood County Sheriff’s Office.
 - d. In the event of a behavioral concern involving the actions of an HCC employee, it is the responsibility of the report recipient to include the Director of Human Resources.

The individual who directly witnesses the behaviors noted above should complete an incident report describing the behaviors or threats in detail. All other parties, including those who were informed or previously took any action, should send detailed accounts with any additional information via email to the HCC Wellness staff and the HCC Security and Safety Team to be included in the report. The incident report is found online at www.haywood.edu/security-and-safety/incident-reporting.

A separate and independent incident report will be submitted through the appropriate law enforcement jurisdiction, if after review it is deemed necessary and/or meets the criminal statutory requirements as set forth in North Carolina General Statute.

2. College employees or students who are concerned about a student who is displaying normal levels of depression, anxiety, or any other behavior that does not pose a threat to themselves or others as noted in item number (1) of this procedure should complete an early intervention alert in the College's retention software. That intervention will be sent to the HCC Security and Safety Team and the Office of Student Wellness. It is the responsibility of the HCC Security and Safety Team to communicate with the Office of Student Wellness (and vice-versa) to expedite the appropriate assistance to the student.
3. Individuals who are concerned about an employee who is displaying normal levels of depression, anxiety, or any other behavior that does not pose a threat to themselves or others, as noted in item number (1) of this procedure, should contact the Director of Human Resources.

B. Step Two – Incident Review

In cases where the behavior(s) in question are referred to the Office of the Executive Vice President, he/she will conduct a review based on the nature of the report. When conducting the review, the Executive Vice President shall consider, among other things: (a) the severity of the reported behavior; (b) whether the reported behavior represents a direct threat to the health, welfare, and safety of the College's community; (c) the student's academic, attendance and discipline records; (d) whether this type of behavior has been reported in the past; and (e) whether or not the reported behavior, if true, violates the Code of Student Conduct.

When conducting the review, the Executive Vice President, or his/her designee, may: (a) speak with the student; (b) gather additional evidence or information by interviewing members of the College community; (c) compile additional documentation; and (d) review other evidentiary sources.

Based on the result of the review, the Executive Vice President, or his/her designee, may do the following: (a) treat the matter as a disciplinary action pursuant to Policy 5.3.2 – Student Code of Conduct, if a violation is believed to have occurred; (b) issue a Trespass Notice; (c) make a written referral of his/her findings to BAT for review; or (d) no further action is warranted. If the Executive Vice President refers the matter to the BAT for review, he/she will call for a meeting of the BAT for discussion and potential action recommendations. The referral will be communicated to the student on a case-by-case basis as needed at the discretion of the Office of the Executive Vice President. The Executive Vice President will also include any other College stakeholders at his/her discretion if deemed appropriate.

II. BAT Membership, Review, and Recommended Actions

A. Membership

Members of the BAT are:

1. Executive Vice President of Instruction and Student Services (Chair), or his/her designee
2. Student Wellness Counselor
3. Vice President of Infrastructure Operations and Technology
4. HCC Lead Security Officer and Safety Officer
5. School Resource Officer (Law Enforcement)
6. Director of Human Resources
7. Vice President of Business Operations
8. Director of Public Safety
9. Dean of Student Services
10. Other appointees as needed

Selected members will undergo basic and advanced training as it relates to the recognition and assessment of potentially hazardous situations, intervention and de-escalation techniques.

B. BAT Review

If referred by the Office of the Executive Vice President, the BAT will review the concern to determine if the speech or behavior in question is creating, or may lead to, an unsafe environment and impede the success of the student in question or other students. The BAT's report will be based on the nature of the behavior, the severity of the safety risk and the student's needs.

As a part of this evaluation, the BAT will review the findings and may meet with the individual(s) bringing forth the concern, witnesses, and/or the student in question. Further, the BAT may request or require that the student be evaluated by outside professional(s) to determine their suitability to be a student at the College if the behaviors identified lead to an immediate concern for the safety, health, or well-being of the student themselves or the College community. If requested, the student will have an opportunity to review any documentary evidence reviewed by the BAT and will be allowed to address the BAT and may be accompanied by an advocate; however, only the student will be allowed to address the BAT and not the advocate.

All information shared with the BAT is confidential, and no member is allowed to repeat any information discussed or disclosed with any member of the campus or community unless directed by the Office of the Executive Vice President.

C. BAT Recommended Actions

Upon completion of the review, the BAT will document their written findings and determination in writing to the student. The BAT may include, but is not limited to, the following recommendations in their findings:

1. No action required.
2. Propose a resolution to address miscommunication.
3. Propose an action plan to address concerning behaviors and support student success.
4. Refer student for an external psychological or substance abuse assessment at the College's expense. Should the results of the assessment indicate that it is not in the best interest of the student's health or safety to be enrolled in the College at that time, the BAT will request a withdrawal until the student can receive the appropriate help deemed necessary by a licensed mental/behavioral health professional.
5. Refer the matter to Policy 5.3.2 – Student Code of Conduct to initiate appropriate disciplinary action if a violation is believed to have occurred. If a conduct violation has occurred, it is the duty of the Executive Vice President (or his/her designee) to administer a corresponding sanction at his/her discretion.
6. If the incident involves a faculty or staff member of Haywood Community College, BAT will engage in review of the incident and assist Human Resources to seek resolution. The Committee Chair will also refer the matter to the appropriate policy(s).

A student's failure or refusal to comply with the determination of the BAT as administered by the Office of the Executive Vice President of Instruction and Student Services will constitute a basis to charge the student with an offense under Policy 5.3.2 – Student Code of Conduct and administer according to Procedure 5.3.2.2 – Discipline and Appeal Procedure for Non-Academic Violations. All documentation associated with each concern addressed will be maintained in the student's permanent record.

D. Incident Follow-up

If warranted, the BAT, at its discretion, may require periodic follow-ups with the student. The desire and frequency of such follow-ups shall be included in the BAT's written determination. Failure by the student to participate in required follow-ups may be treated as a disciplinary infraction.

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