Concerining Behavior Response Guide

**Report It!**

*tamiu.edu/reportit*

If a member of the University community observes any behavior that is concerning and needs to be brought to the attention of the *Behavioral Assessment Intervention Team (BAIT)*, individuals should go to *tamiu.edu/reportit* and provide detailed information on the online reporting form. Once a report is submitted online, a copy is sent to BAIT for appropriate review and action. The website includes a reminder to contact 2-911 (*on campus*) and 326.2911 (*off campus/mobile phone*) in the event of an emergency.

Alternatively, individuals may call the following numbers during business hours:

**In reference to student behavior: 956.326.2280**

**In reference to faculty/staff behavior: 956.326.2360**

The offices receiving these calls will then triage to the most appropriate unit to handle the situation and/or, if necessary, convene the entire *Behavioral Assessment Intervention Team*.

**Behavioral Assessment Intervention Team**

The charge of *the Behavioral Assessment Intervention Team* is to assess circumstances, enhance communication, and initiate appropriate responses to specific behavioral problems that may involve threats to the safety and security of the University community.

The following areas are represented on *the Behavioral Assessment Intervention Team*:

- VP for Student Success
- Disability Services
- Office of Student Affairs
- Student Counseling Services
- Student Health Services
- University Police Department.

If at any time a member of the University community observes any behavior that is a concern, there are two options for immediate reporting: calling the appropriate office or submitting a report to *tamiu.edu/reportit*. 
Helping Students in Difficulty

This guide may be used as a resource when working with troubled students, identifying students in distress, helping them and knowing where to refer them for help when they need it. The Office of Student Affairs is available for consultation, if assistance is needed, when referring or assisting a student. For faculty or staff concerning behavior, contact Human Resources.

How To Help Students

Recognize the problem:
- Tardiness or excessive absences
- Repetitive excuses
- Recurrence of addressed concerns
- Classroom disruption, including multiple occurrences
- Disclosure of sexual assault / harassment or relationship violence
- Out-of-the-ordinary behavior
- Threatening behavior
- Disclosure of suicidal thoughts or other irrationality.

What to Do:
- Talk to the student in private and allow plenty of time.
- Communicate care for the student’s well-being.
- If you do not feel comfortable addressing all concerns, refer the student to Student Counseling Services.
- You can walk with the student to Student Counseling Services located in Student Center 124, or refer him or her to the office location.
- Emergency walk-in accommodations are available.
- If you have concerns about a student you have already tried to help, consult with Student Counseling Services or the Office of Student Affairs.

Crisis Situations:
- If a student exhibits behavior that you feel indicates IMMEDIATE DANGER TO SELF OR SOMEONE ELSE: CALL 2-911 from a campus phone, or 956.326.2911 from a mobile phone or off campus phone.
- For URGENT but NON-CRISIS situations, walk with the student to Student Counseling Services in Student Center 124.

Helpful Contacts

Student Counseling Services.................................956.326.2230
Office of the VP of Student Success..........................956.326.2273
Student Health Services....................................956.326.2234
Disability Services............................................956.326.2230
Residence Life..................................................956.326.1300

Academic / Disciplinary Misconduct..........................956.326.2248
Student Affairs...............................................956.326.2280
Human Resources.............................................956.326.2360
University Police Department (Non-emergency)..........956.326.2100
Emergency....................................................956.326.2911
Students in Distress
If you are assisting a student who is experiencing a psychological or emotional crisis, or needs to speak to someone, contact:

- **STUDENT COUNSELING SERVICES**
  - Location: Student Center 124
  - Phone: 956.326.2230
  - Emergency: 956.326.2911 (after business hours)

Absence
For absence notifications due to emergencies (*personal or medical*), including hospitalization, students or their families should notify:

- **OFFICE OF THE VP OF STUDENT SUCCESS**
  - Location: University Success Center 224
  - Phone: 956.326.2273

Sexual Assault/Harrassment
If a student discloses that he or she has been a victim of sexual assault or sexual harassment, contact:

- **OFFICE OF THE VP OF STUDENT SUCCESS**
  - Location: University Success Center 224
  - Phone: 956.326.2273

- **UNIVERSITY POLICE DEPARTMENT**
  - (for reporting the incident)
  - Emergency:
    - 2-911 (on-campus)
    - 956.326.2911 (off campus/mobile phone)
  - Non-emergency:
    - 956.326.2100
Threatening Behavior
If you see or are dealing with threatening behavior or other unusual situations in which students appear extremely aggressive:

• UNIVERSITY POLICE DEPARTMENT
  (for reporting the incident)
  Emergency: 2-911 (on-campus)
  956.326.2911 (off campus/mobile phone)
  Non-emergency: 956.326.2100
  Online: tamiu.edu/reportit

Disability Services
If you are working with a student with a disability who needs assistance, contact:

• DISABILITY SERVICES
  Location: Student Center 124
  Phone: 956.326.2230

Visit the Disability Services website (tamiu.edu/wellness/disability.shtml) for faculty FAQs that cover classroom rights and responsibilities for TAMIU students and their instructors.

Injury or Illness
For medical emergencies call 2-911 from a campus phone or 956.326.2911 from an off-campus phone or mobile phone. If a student is feeling ill, advise him or her to set up an appointment:

• STUDENT HEALTH SERVICES
  Location: Student Center 125
  Appointments: 956.326.2235
Frequently Asked Questions

How should I respond when classroom disruption occurs?
A number of factors may influence the response to disruptive behavior. The Student Handbook outlines some guidelines for faculty to use, as appropriate. These guidelines do not constitute a fixed procedure; they should be pursued according to your assessment of the situation. The instructor is responsible for the class or activity where the alleged disruptive behavior occurred. Involve others as appropriate, even when there is no threat to harm, it may be helpful to report this behavior to your department chair or supervisor. The Office of Student Affairs is also available for consultation. Behavioral concerns may also be reported at tamiu.edu/reportit.

What if a student exhibits persistent disruption?
Should I act immediately or wait for a pattern? Should a student’s behavior continue to be unacceptable, the instructor should apprise the department head of what has occurred and should report it. It is important to report concerning behavior for continued monitoring of the student not only in your classroom, but throughout campus. Submit your report at tamiu.edu/reportit.

What confidentiality standards should I follow?
The Federal Educational Rights and Privacy Act (FERPA) allows school officials to share personally identifiable information from student education records (like grades or reports of misconduct) with other school officials who have a legitimate educational interest. In an emergency, FERPA permits school officials to disclose, without student consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel.

What is the follow-up procedure with faculty when students are referred to a specific department?
Depending on the department to where the student was referred, someone may or may not follow-up with the reporting faculty member. Generally, when a student is referred for counseling or medical help, records of students receiving or not receiving, such help are not released without signed permission from the student. For assistance in following up about a student, please contact the Office of Student Affairs at 956.326.2280.

I haven’t seen the student in a few weeks. What can I do?
When a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student, by reporting through the Office of Student Affairs at 956.326.2280.

How should I report a concern that came from a private conversation with a student?
Even when there is no threat of harm, it is suggested you involve others when a conversation or interaction with a student
causes concern. You may find it helpful to discuss this with your department head or supervisor. The Office of Student Counseling Services 956.326.2235 and the Office of Student Affairs 956.326.2280 are also available for consultation.

If I submit a report about concerning behavior, will I remain anonymous?
It is possible to remain anonymous when reporting concerning behaviors or other incidents; however, this type of reporting may limit or prolong the process of finding a solution or helping the individual.

Will Student Affairs follow up with me regarding my report?
Depending on the nature of the report, the Office of Student Affairs staff may contact you to verify report details or to discuss the incident.

Will I be liable for defamation if I call the police or refer a student for disciplinary action and it’s later determined I made an honest mistake?

“The risk of liability for making such a report is virtually nil. There are strong public reasons to support and protect individuals who make good faith reports of wrongdoing to appropriate officials, even if those reports later prove to be mistaken. Common law (or statues in some states) give people who report misconduct to proper authorities a ‘qualified privilege.’ That means they cannot be held liable for defamation unless their report was made in bad faith, with the knowledge the information they provided was false, or in reckless disregard of its truth or falsity.” (Pavela, G. 2001). Questions and answers on classroom disruption: A guide for professors and instructors on how to handle disruptive students, Association for Student Affairs (ASJA) (Law and Policy Article, No. 26.)

I believe that the student’s behavior might be a violation of our student code of conduct. What can I do?
Submit a “Report It” form through Student Affairs. The form is an opportunity for any individual in the Texas A&M International University community (students, faculty or staff) to provide information concerning an alleged student code of conduct violation. tamiu.edu/reportit