

NCTC CARES Team (Behavior Intervention Team/BIT)

The purpose of the NCTC CARES Team is to promote a safe learning environment for students, faculty, and staff and to take a proactive approach in helping students succeed.

DEAN OF STUDENTS/STUDENT CONDUCT: Dr. Magen Bunyard (GAINESVILLE, Office 108, ALL CAMPUSES) 940-668-4207, mbunyard@nctc.edu

NCTC DEPARTMENT OF PUBLIC SAFETY & EMERGENCY MANAGEMENT: Chief Nicole Shaw 940- 668-4270 & Gregg Loyd 940-668-3309

COUNSELORS: Courtney Jaimes (CORINTH, Office 305, by appt. in DENTON & FLOWER MOUND), Kosi Udozorh (GAINESVILLE, Office 111)

OFFICE FOR STUDENTS WITH DISABILITIES (OSD): K. Wayne Smith (CORINTH, Office 160 and by appt. in DENTON & FLOWER MOUND), Yvonne Sandmann (GAINESVILLE, Office 127 and by appointment in BOWIE & GRAHAM)

CAMPUS CONTACTS: Karen Davis (BOWIE), Dr. Roxanne Del Rio (CORINTH), Dr. Jessica DeRoche (DENTON), Sara Kluth (FLOWER MOUND), Dr. Magen Bunyard (GAINESVILLE), Charise Bewley (GRAHAM)

LOW LEVEL BEHAVIORS (CONDUCT)

EXAMPLE BEHAVIOR	FACULTY RESPONSE	COMMUNICATION CONCERNS	CLASSROOM MANAGEMENT TIPS
<ol style="list-style-type: none"> 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. Text messaging or the continued use of any electronic device which disturbs others Behavior that seems to be inconsistent with proper classroom decorum 	<ul style="list-style-type: none"> Tell the student to stop the behavior, and be specific. Arrange to talk with the student privately about the inappropriate and/or disruptive behavior. Document the situation and summary of conversations with the student through a CARES Report. (Note that you have addressed the situation and clarify if you do or do not need assistance at this time.) You can always contact the Dean of Students to discuss the situation and create a plan. 	<ul style="list-style-type: none"> Clearly state your behavior expectations and consequences/sanctions for noncompliance. (Have these outlined in your syllabus.) Be specific about the behavior that is disruptive and how it impacts others. Acknowledge student's strengths and your support for their success. Offer strategies for academic skills and life issues, refer to on-campus resources. Clearly explain the next-level consequence if this behavior continues. (See Moderate Level) 	<ul style="list-style-type: none"> Repeated Low Level behaviors can escalate to Moderate or High Level concerns. It is best to plan in advance how you may use sanctions to manage inappropriate/disruptive classroom behaviors. 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. (Example: "John, your line of questioning is off-topic. Please refrain from asking further questions until I have presented the remainder of this material.") Enforce expectations (like no cell phone use policy) and consequences consistently. (Example: "Joy, your constant texting is disruptive. I expect you to listen to the discussion, or leave the classroom.")

MODERATE LEVEL BEHAVIORS (CONDUCT)

EXAMPLE BEHAVIOR	FACULTY RESPONSE	COMMUNICATION CONCERNS	CLASSROOM MANAGEMENT TIPS
<ol style="list-style-type: none"> Continued Low Level behaviors Offensive, lewd, or aggressive language-verbal or written-which creates a hostile or discriminatory environment Inappropriate emails: high quantity, unreasonable expectations of faculty responses, extremely personal stories or other topics not related to the course 	<ul style="list-style-type: none"> Document student conduct situation through a CARES Report (Attach any supporting documentation such as e-mails, online posts, etc. Consult with Division Chair, Academic Dean, and/or Dean of Students to determine how to match the consequences to the behavior and if student can remain in the class. Always document sexual harassment and/or discrimination concerns through a CARES Report (Select Title IX). 	<ul style="list-style-type: none"> Immediately address the behavior and how it conflicts with appropriate classroom conduct. (Example: "Bill, the language you are using is inappropriate and won't be tolerated. Our class is an open forum for respectful discussion.") (Example: "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.") 	<ul style="list-style-type: none"> Written documentation includes description of what happened, what was said, when it happened, who was involved, and what action was taken. Write objectively and give a factual accounting of what happened in a non- judgmental manner in your CARES Report. Have a plan in mind before you need one. Contact Division Chair, Academic Dean, and/or Dean of Students for assistance with determining the best plan of action. Again, consistently enforce expectations and consequences.

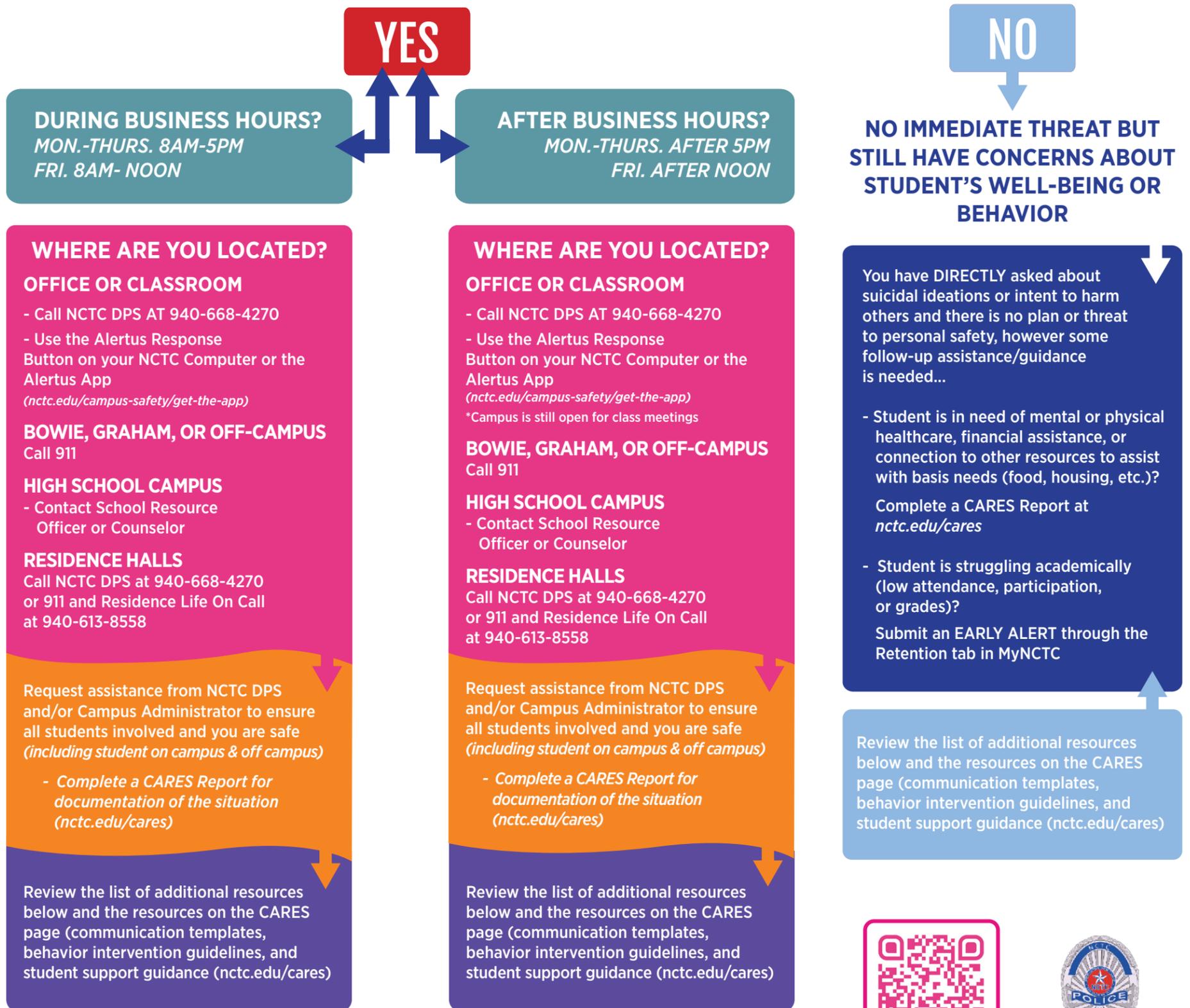
HIGH LEVEL BEHAVIORS (SAFETY)

EXAMPLE BEHAVIOR	FACULTY RESPONSE	COMMUNICATION CONCERNS	CLASSROOM MANAGEMENT TIPS
<ul style="list-style-type: none"> Aggressive or intimidating verbal or written harassment/threats Extreme changes in appearance such as looking disheveled, disoriented, apathetic, etc. Disturbing writings or talking about suicide, violence in their past or future, obsessions with violent acts Signs of paranoia-"everyone is against me" Under the influence of drugs/alcohol Imminent danger of hurting self or others, or in danger of being hurt by stalker or abuser 	<ul style="list-style-type: none"> Contact NCTC DPS by calling 940-668-4270 or through the Alertus App during NCTC business/office hours and/or if you are working on campus after business hours. If you are working in Bowie or Graham, contact the local police department. If danger is imminent, call 9-1-1. Dismiss class if necessary. Do not leave student unattended. 	<ul style="list-style-type: none"> Take any type of threat seriously. Trust your instincts. Stay as calm as possible. Don't make promises to keep secrets. Let students know their safety is your priority. It's your job to report and get help, not diagnose. Document situation through a CARES Report as a follow up once immediate safety concerns/needs have been addressed. 	<ul style="list-style-type: none"> You can ask a member of NCTC DPS, the Dean of Students, and/or a Counselor to meet with you and a student. Don't manage these High Level situations alone. For students who are not on campus, a member the CARES Team 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. If you had to call 9-1-1 to initiate a wellness check, then NCTC DPS will follow up with the proper authorities .

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 OR SAFETY THREAT?



CAMPUS & COMMUNITY RESOURCES

TimelyCare: FREE 24/7 telehealth services for current students:
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 Department of Public Safety: Call 940-668-4270 or visit nctc.edu/campus-safety

NCTC Counseling & Wellness: nctc.edu/counseling

NCTC CARES Team: nctc.edu/cares

NCTC Community Resources: nctc.edu/community-resources

Texas 211 Statewide Resource Referral: Call 2-1-1 or visit 211texas.org

NCTC Employee Assistance Program: Call 1-800-252-4555 or visit theeap.com/

QR code linking to NCTC Police resources.

NCTC POLICE TEXAS

QR code linking to CARES Team resources.

NORTH CENTRAL TEXAS COLLEGE CARES Team

QR code linking to TimelyCare resources.

timelycare