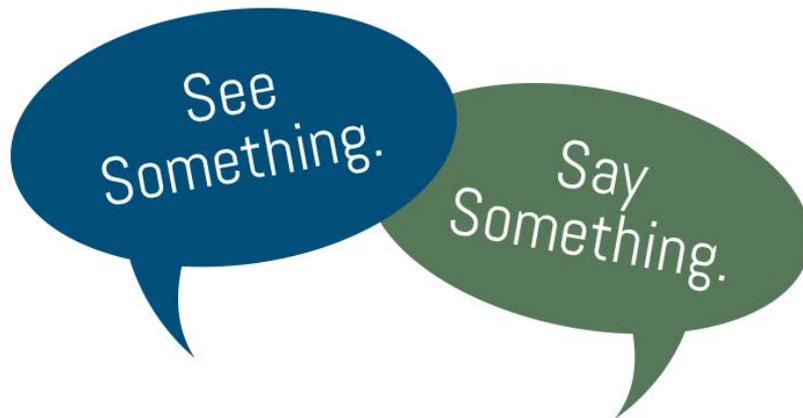




CARE TEAM



POLICIES AND PROCEDURES MANUAL

Care Team Membership

Core Team:

Scott Johnson, Chair.....Dean, Student Services
Dr. Lynda Black.....Director, Counseling & Career Services
Kim Faw.....Vice President, Instructional Support & Student Services
Blair Hancock.....Vice President, Instruction
Renee Macemore.....Director, Disability Services
Cinnamon Martin.....Dean of Advising Center
Jamie McGuire.....Chief, Campus Police
Mike Roope.....Career Counselor
Debbie Woodard.....Dean, College Readiness and Basic Skills

Advisory Team:

Mindy Blackburn.....College Liaison, Wilkes Early College High School
Rebekah Gardner.....Director, College Access
Susan Nilo.....Director, Alleghany Center
Kendra Perkins.....Director, Curriculum & Student Services – Ashe Campus
Kim Perkins.....Academic Advisor/ACA Instructor
Jamie Reavis.....Instructor, Collision Repair
Angela Roten.....Dean, Instructional Support Services
Amanda Wiles.....Instructor, Criminal Justice
Billy Woods.....Dean, Health Sciences

Purpose

The purpose of the Care Team is to serve as a resource for students, faculty, and staff who have concerns regarding alarming, problematic, worrisome, and/or disruptive student behavior. The team uses a proactive approach to discuss potential problems, intervene early, and develop appropriate courses of action for referred students. The goal is to support students who may be in distress and/or whose behavior is of concern to others before situations rise to crisis levels.

Goals

- To educate the WCC campus about behaviors which are a cause for concern.
- To promote a culture of reporting concerning behavior within the campus community.
- To develop strategies to proactively address concerning behavior.
- To provide resources and support to students of concern, as appropriate.
- To increase employee and student awareness of the purpose of the Care Team.

Team Membership and Function

The Care Team is made up of members from Instructional Support and Student Services, Instruction, and Campus Police. Members are chosen based on their relevant experience in dealing with behavioral issues and their responsibilities within the institution.

The Care Team is not an administrative, treatment, or disciplinary group. The Care Team does not directly adjudicate, discipline, or impose sanctions against any member of the campus community, nor does it provide or mandate treatment.

In an emergency or situations that are deemed urgent, the initial contact for staff, faculty, and students should be Campus Police or 911.

Data Collection, Storage, and Security

Anyone can report concerning or threatening behavior to the Care Team by speaking directly to a team member, submitting an online form, or by calling Campus Police. Once a report is submitted, the report will be forwarded to the chair of the Care Team and the Chief of Police. The reports are stored in an electronic shared file, only accessible by Care Team members. To the extent possible, the college will keep all information relating to reports confidential.

Care Team Web Page

The Care Team has established a website for the purposes of providing information to the college community and for reporting concerning behaviors. The webpage is available at www.wilkescc.edu/CARE and includes the following:

- Description of the Care Team
- List of Care Team members, including contact information
- List of concerning behaviors that should be reported
- A link to the online reporting form

The Care Team chair, or designee, will be responsible for maintaining the website.

Responsibilities

- Provide a centralized reporting location for instances of concerning behavior.
- Serve as a resource to assist faculty, staff, and students in proactively addressing concerning behaviors before situations rise to crisis levels.
- Assess and investigate all reports submitted to the team.
- Develop an intervention plan that effectively addresses the situation through appropriate campus resource referrals and off-campus referrals.
- Monitor situational progress and provide those involved with appropriate campus and community resources.
- Evaluate the effectiveness of the intervention.
- Provide training for faculty, staff, and administrators on how to assist students of concern.

Team Meetings and Frequency

The Care Team meets bi-weekly throughout the regular academic year and as needed during the summer term.

The main purpose of these meetings is to assess situations brought to the attention of Care Team members by employees or students seeking non-emergency guidance on alarming, problematic, worrisome, and/or disruptive student behavior.

Meeting discussions are intended to inform Care Team members about the types of issues raised on campus, emerging trends, coordination of services, and the availability of appropriate internal or external resources. Care Team members also review and discuss other topics relevant to the Care Team purpose, such as legal and ethical issues and confidentiality concerns.

Confidentiality

The Care Team works to provide confidential, respectful, and proactive support of students. In many cases, intervention details beyond immediate safety information may not be provided to the reporting party unless an exception to confidentiality exists.

Actions and Recommendations

The Care Team will receive reports of students who are exhibiting concerning, alarming, problematic, worrisome, and/or disruptive behaviors. The team may recommend any of the following actions as part of an intervention plan:

- Refer to the college counseling center and or community counseling resources for assessment;
- Forward information to a conduct officer and/or designee when the student of concern has engaged in behavior that be may in violation of the Code of Student Conduct;
- Forward information to the Title IX Coordinator and/or a Deputy Title IX Coordinator when a student of concern has engaged in behavior that may be in violation of the college's Sexual Misconduct, Prohibited Relationships & Non-Retaliation Policy;
- Forward information to Campus Police when a student of concern has engaged in behavior that may be in violation of local, state, or federal law;
- Consider, within FERPA guidelines, notifying parents, guardians, and/or emergency contact;
- Make recommendations to appropriate college personnel regarding conditions for an individual to return as an active member of the college community.

Conclusion

The Care Team and the Care Team website are valuable tools available to students, faculty, and staff to help keep the campus safe. The actions and responsibilities of the team do not replace those of emergency responders or the police. In emergency situations, immediately report the information to Campus Police or call 911. Remember, if you see something, say something.