

**The University of Texas at Dallas
Behavior Assessment and Intervention Team (BAIT)**

01. POLICY STATEMENTS

01.01 The University of Texas at Dallas is committed to providing a learning environment that is conducive for students to develop to their fullest potential. Our mission is to work collaboratively to protect, as much as possible, the health, safety and welfare of our students and the members of the University community.

02. PURPOSE

02.01 This policy establishes the Behavior Assessment and Intervention Team (BAIT) as an official UT Dallas team, and establishes official policy for team responsibilities and operations.

02.02 This policy also outlines procedures for team consultation with UT Dallas faculty and staff who are concerned about the behavior of a student who is potentially dangerous to self and/or others or is extremely disruptive or threatening.

03. TEAM PURPOSE AND RESPONSIBILITIES

03.01 The purpose of the Behavior Assessment and Intervention Team is to review behavioral incidents and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or the UT Dallas community and to assist in protecting the health, safety, and welfare of students and other members of the UT Dallas community. Specifically, the charge for this team is to:

- a. Assess situations involving a student who poses a potential risk of harm to persons or property in the University community or is of substantial disruption to University activities in accordance with policies stated in the Student Code of Conduct.
- b. Consult with administration, faculty, staff and other students affected by the inappropriate behaviors of a disruptive student.
- c. Coordinate the University response to a violent, threatening, or significantly disruptive student.
- d. Develop a specific strategy to manage the threatening or disruptive behavior with regard to the safety and rights of others and to minimize the disruption to the University community.
- e. Make recommendations to responsible University officials on appropriate action consistent with University policy and procedure statements and with state and federal law.

04. TEAM COMPOSITION

- 04.01 The team reports to the Vice President for Student Affairs.
- 04.02 The team is chaired by the Vice President for Student Affairs and core members include:
 - a. Assistant Vice President for Student Affairs/Dean of Students
 - b. Dean of Undergraduate Education and Dean of Graduate Education
 - c. Director of the Women's Center
 - d. Director of the Student Counseling Center
 - e. Director of the Student Health Center
 - f. UT Dallas Chief of Police or designee
- 04.03 The team will consult with the UT System Office of General Counsel (OGC) as needed. A representative from OGC will serve on the team in situations where there are obvious legal issues and concerns.
- 04.04 Other UT Dallas officials may be asked by the Vice President for Student Affairs to serve on the team as needed. They include but are not limited to:
 - a. Associate Dean(s) of Students
 - b. Coordinator of Disability Services
 - c. Director of International Student Services
 - d. Director of Human Resources or designee
 - e. VP for Communications or designee
 - f. Faculty or staff member(s)
 - g. University Registrar or designee
 - h. Graduate Dean or designee

05. OPERATIONS AND PROCEDURE GUIDELINES FOR CASE MANAGEMENT

- 05.01 At the beginning of each long semester, the Vice President for Student Affairs will send a notice to faculty and staff through appropriate communication channels, stating that the team is available for consultation when they are concerned about potentially harmful, threatening, or disruptive behavior of a student or students. The notice will be presented as a "proactive measure."
- 05.02
 - a. If anyone in the campus community observes an incident of serious disruptive or threatening behavior, property damage, or a broken law, the UT Dallas Police Department (UTDPD) should be contacted immediately. If the violation of an institutional rule occurs, the Dean of Students should be contacted immediately.
 - b. If the situation cannot be resolved within a specific campus department and does not seem to fit into any of the categories demanding the immediate attention of the UTDPD or the Dean of Students, the situation may be referred to the BAIT chair or any BAIT member directly.

- 05.03 In time-sensitive high-risk situations, a special team meeting may be called by any member.
- 05.04 All meetings will be chaired by the Vice President for Student Affairs. In the event the Vice President for Student Affairs is unavailable to chair a meeting, the meeting will be chaired by the Assistant Vice President for Student Affairs/Dean of Students or a core member of the team as determined by the Vice President for Student Affairs.
- 05.05 The team will meet with affected members of the University community who desire to discuss the situation.
- 05.06 The desired outcome of a consultation meeting is a recommended course of action based upon the Student Code of Conduct and/or appropriate document(s) to the affected members of the University community, to the Vice President for Student Affairs, and to UT Dallas administration. Specific issues for consideration include the assessment of potential violence, evidence of mental illness as the possible cause of the behavior, containment of disruption, appropriate referral resources, setting appropriate behavioral boundaries within existing University policies, and specific departmental procedures or courses of action.
- 05.07 Recommended departmental courses of action will be made only through appropriate administrative channels.
- 05.08 Courses of action recommended to departments are for consultation only. They are not binding and do not carry the force of University policy.
- 05.09 Following a case management situation and subsequent recommendation, the team will meet to debrief and evaluate the outcome of the situation.

06. CASE INFORMATION AND CONFIDENTIALITY PROCEDURES

- 06.01 Members of the team may provide each other or faculty/staff/students involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons and to generate a recommended course of action in accordance with applicable legal and professional standards of confidentiality, including the release of information pursuant to the Texas Open Records Act and Access to Student Records Pursuant to the Family Educational Rights Act and Privacy Act of 1974.
- 06.02 If the student involved in harmful, threatening, or disruptive activities is already a client of the Student Counseling Center or the Women's Center and/or is a patient of the Student Health Center, information about that student's contacts may not be obtained by the team from those agencies without written authorization of the student in question, in accordance with federal and state law. Federal and state laws that govern the privacy and confidentiality of students' health and mental health information and records include:

- a. Health Insurance Portability and Accountability Act (Federal)
- b. Psychologists Licensing Act (Texas)
- c. Texas Health and Safety Code, Title 7, Ch. 611 Mental Health Records
- d. Texas Health and Safety Code, Title 2, Ch. 181 Medical Records Privacy

06.03 The purpose of the team meetings is to provide consultation only. Therefore, official minutes and meeting records that contain identifying names or other identifying data will not be maintained.

UTD Behavior Assessment and Intervention Team (BAIT) General Process Flowchart

