

STUDENT BEHAVIOURS OF CONCERN

Section:	Academic/Student
Subject:	Student Performance and Behaviour
Legislation:	<i>Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25).</i>
Effective:	May 22, 2019
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to set forth a student code of conduct that aligns with SAIT’s core values.

PROCEDURE

DEFINITIONS

- Behaviour of concern** Words or actions which give rise to concerns of wellbeing.

- Behavioural Intervention Team (BIT)** This team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a student’s reported behaviour constitutes a risk or threat to the SAIT community or to the student. It consists of representatives from Safety and Community Services, Student Development and Counselling, Employee Services, and the Office of the Registrar, and may include other members of the SAIT community as required, including administrative support.

- Behaviours of Concern Committee** The Committee provide guidance, direction and oversight of BIT activities. It consists of at least one associate vice president or vice president, a senior manager from Employee Services, a senior manager from Safety and Community Services, and representatives from Learner and Academic

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Services and the Office of the Registrar. Committee members cannot also be BIT members.

Case management

A collaborative, team-based approach of assessing and addressing a student’s behaviours of concern.

SAIT community

For the purposes of this procedure, all persons employed on SAIT’s payroll (whether paid by annual salary or hourly wage), governors, SAIT Student Association employees, students, contractors, consultants, agents and volunteers.

Student

A person currently enrolled in a SAIT program or course.

GOVERNING PRINCIPLES

1. SAIT supports the health and safety of all members of the SAIT community, including students exhibiting behaviours of concern and the individuals affected by those behaviours. SAIT will respond to a student’s behaviour of concern in a caring and supportive way that balances the student’s well-being and success with the need to create a safe workplace and learning environment for all members of the SAIT community.
2. The BIT shall investigate reported behaviours of concern. Examples of such behaviours may include but are not limited to words or actions in any medium identifying targets for violence, retribution or harassment, expressions of feelings of persecution, making statements about harming others or oneself, or noted deterioration of behaviour.
3. This procedure provides a mechanism by which a student’s behaviour of concern may be reported, assessed, and responded to by SAIT. Other applicable SAIT policies and procedures also contain adjudication, conduct or discipline measures that may be imposed as a result of this procedure.

PROCEDURE

A. Reporting

1. All members of the SAIT community are responsible for promptly reporting a student’s behaviour of concern to Campus Security, to any member of the Behavioural Intervention Team (BIT), or to a member of senior management.

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2. A behaviour of concern that is of an emergency nature and that involves an immediate threat should be reported to the Calgary Police Service at 911.
3. Persons reporting a behaviour of concern shall be informed of the disposition of the concern within the limits established by provincial freedom of information and protection of privacy legislation.

B. BIT Responses

1. When a BIT member receives a report of a behaviour of concern, the BIT will, as soon as practicable, investigate the report and determine a response.
2. If the BIT does not determine the reported behaviour to be a behaviour of concern, it shall take no further action in respect of the student, but will maintain a record and will inform the person who reported the behaviour that the behaviour has been investigated.
3. If the BIT determines that a reported behaviour is indeed a behaviour of concern, the BIT may make one or more of the responses set out in paragraph B.4 of this procedure.
4. Possible BIT responses include but are not limited to:
 - a) Referring the student and/or the reporting member of the SAIT community to institutional resources, including but not limited to Student Development and Counselling Services and/or Accessibility Services.
 - b) Referring a student to case management for the purpose of developing a plan of care so that the student can continue studies, where that is an appropriate and feasible option.
 - c) Advising a student about external resources.
 - d) Referring the matter to the registrar for initiation of a non-academic misconduct investigation as per procedure [AC.3.4.1 Student Code of Conduct](#).
 - e) Having the senior manager or designate, Safety and Community Services department or the Calgary Police Service conduct a threat assessment, where the behaviour of concern is of such a nature to raise a risk or constitute a threat to SAIT or to members of the SAIT community.

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- f) Referring the matter to the Calgary Police Service or other law enforcement agencies.
- g) Requiring the student to withdraw, as per Section D of this procedure.
- h) Taking other actions as deemed appropriate in the particular situation.

C. A Student's Voluntary Withdrawal

1. A student exhibiting a behaviour of concern may voluntarily choose to leave SAIT or to temporarily take time away from SAIT to address that behaviour. A withdrawal of this nature does not limit the BIT's ability to make whatever responses are appropriate to assist the student and/or the SAIT community.
2. A student who voluntarily withdraws from or leaves SAIT must be advised of whatever conditions the student is required to meet to be readmitted into the student's program or any other program within SAIT.
3. The registrar will enter a "W" grade for all courses in which the student is registered at the time of the student's voluntary withdrawal from SAIT. The withdrawal provisions of procedure [AC.3.1.1 Grading and Progression](#) will generally apply.

D. A Student's Required Withdrawal

1. If the BIT determines that a student exhibiting a behaviour of concern:
 - a) Poses a significant risk to members of the SAIT community, and
 - b) Requires support and time away from SAIT to address the behaviour so the student does not repeat or threaten to repeat the behaviour in the future,the BIT may recommend to the registrar that the student be required to withdraw from SAIT and may, in consultation with the registrar and the student's dean, decide on conditions that the student must meet before returning to SAIT.
2. If the registrar decides that the student should be required to withdraw from SAIT, the registrar will enter a "W" grade for all courses in which the student is registered at the time the student is required to withdraw. The registrar will advise the student of the conditions the student must meet to return to SAIT.

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3. The required withdrawal generally shall not take effect until the student has exhausted the internal channels of appeal or has allowed the time to appeal to lapse. However, if the student poses a possible risk to the safety or security of other members of the SAIT community, then the registrar may immediately temporarily suspend the student pending the outcome of the investigation, meetings, hearings or appeal.
4. A student has the right to appeal the decision to require the student to withdraw. See Schedule A, an Associated Document to this procedure, for appeal procedures. If the student is successful in the appeal and the decision is reversed, SAIT will work with the student to mitigate any potential academic harm that the student has suffered during the student's withdrawal from SAIT.
5. A student's return to SAIT shall be managed by the BIT in collaboration with the student's dean and the registrar.

E. Confidentiality

1. All records created under this procedure will be held in confidence by the BIT and as permitted by law, and access to any record created shall be restricted to those at SAIT who need to know in order to carry out their duties.
2. The Chair of the Behaviours of Concern Committee will provide a record of statistical information of each report received under this procedure, including the total number of reports and the nature of responses, to SAIT's president and CEO at the end of each academic year or upon request.

F. Bad Faith Reports

1. If SAIT finds that a member of the SAIT community made a report of a behaviour of concern in bad faith or to purposely annoy, embarrass or harm a student, the reporting individual may be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of a member of the SAIT community other than a student) or as per the non-academic misconduct provisions of procedure [AC.3.4.1 Student Code of Conduct](#) (in the case of a student).

G. Protection from Reprisals or Retaliation

- 1 No one shall retaliate, engage in reprisals or threaten to retaliate against an individual for making a report under this procedure, for having participated or cooperated in an

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investigation or having been associated with someone who has proceeded under this procedure.

2. Anyone engaged in such conduct will be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of an individual who is a member of the SAIT community other than a student) or the non-academic misconduct provisions of procedure [AC.3.4.1 Student Code of Conduct](#) (in the case of a student).

POLICY/PROCEDURE REFERENCE

- AC.3.4 Student Code of Conduct policy
- AC.3.4.1 Student Code of Conduct procedure

PROCEEDEDURE

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