Guide for Writing a BIT Referral

FOR STUDENTS IN DISTRESS OR OF CONCERN

https://chaffey-advocate.symplicity.com/care_report/

As part of the Chaffey College community we all play active roles (listener, friend, mentor, authority) that are significant to a student's psychosocial and intellectual development. Some students may present signs of distress while on campus, and BIT is available to assist these students with resources and offer campus services to ensure their path to success. If you are experiencing interactions with a student who is showing signs of concern or is acting out of character please reach out to the BIT as soon as possible at (909) 652-6510 or submit a referral online.

Report Information

Confidentiality

Action Plan & Resources

Report Information:

- Indicate the student's behaviors which are concerning to you and provide reasoning for submitting the referral.
- Include any supporting documentation such as essays, course work that can highlight your concerns.
- Describe physical and mental characteristics which are out of the norm for the student.
- On the BIT Referral Form, there is a question that asks, "Pick the appropriate action: Information only referral (no contact needed)" or "Have BIT member contact me within 72 hours." If you select, "Information only referral" you are not likely to hear from BIT unless they determine they need more information from you.
- Once the report is submitted BIT members are automatically sent the referral and the referral is screened to determine if immediate action is required.
- Each case is reviewed and assessed at the next meeting unless the student is facing an immediate crisis, of which appropriate measures will be taken to assist the student.

Confidentiality:

- BIT cannot always provide updates due to FERPA laws, which means that sometimes the reporting party will not be told of the actions BIT is actively taking or the outcome unless it is necessary. In those cases, if more information is needed or an update or further action is required, a member of BIT or CPD will contact the referring party.
- BIT referrals are not subject to review by the student, however if a BIT referral is promoted to Discipline for review a Staff member will notify you.
- The student involved may share whatever they want, but BIT members cannot.
- BIT understands the potential frustrations this might present at times to the referring party, but please trust that all BIT referrals are reviewed and addressed in a timely manner utilizing all the resources available and with all parties best interests in mind.

Action Plan & Resources:

- BIT recommends to refer any concerning behavior or students in distress upon the first incident, please do not wait for a pattern to develop before a referral is submitted.
- BIT takes every referral very seriously and cares deeply about the safety, well-being, and success of our community members.
- BIT is a standing committee which meets every Tuesday afternoon and is not a function of any office or department.
- BIT will offer resources to students in distress as well as offer support services to Faculty/Staff members.

If the student is hostile or you believe a student is a threat to themselves or others, please contact the Campus Police immediately at (909) 652-6911 (emergency).