



Procedures for Student Well-being Support

Parent Policy Link:	<i>Student Wellbeing Support Policy</i>		
Procedure Reference:	SWPR_2206N_BG/VPS		
Procedure Sponsor:	Vice President, Students		
Procedure Contact:	Director, Student Services		
Stakeholders:	Students, Employees, Board of Governors		
Approved by:	Executive Team		
Effective Date:	July 1, 2022		
Last reviewed:	New	Scheduled review date:	June 2023

1. Purpose

The Student Well-being Support Procedure is a means to consider all available information when a student's behaviour, communications or activities are reported to be disturbing or distressing and there is concern for the well-being of the student or those with whom the student interacts.

2. Scope and Application

This procedure applies to students whose conduct is of concern and appears to be the outcome of health issues that the student is experiencing. The student's conduct may be a violation of the Student Non-Academic Misconduct Policy; however, the student may or may not be aware of the impact of their behaviour on themselves or others.

This Procedure is implemented with the goal of balancing support for the student whose behaviours are of concern and ensuring an environment conducive to learning for other members of the Okanagan College community.

3. Procedures

3.1 If a student demonstrates Cause for Concern Behaviours, the person[s] observing the behaviour will communicate their concerns to the Director, Student Services. The Director, Student Services will first attempt to institute measures to support the student through, without limitation, the following steps:

- a) Informal discussions with the student;
- b) Making the student aware of support services available to them;
- c) Requesting consent to identify and work with others in the student's support system such as parents, guardians or counsellors;

- d) Imposing sanctions through the Student Non-Academic Misconduct Policy or the Academic Integrity Policy;
 - e) Establishing a behaviour contract with the student.
- 3.2 When a student fails to improve or escalates Cause of Concern Behaviours, then the Director, Student Services will promptly convene the Case Management Group (CMG) to review the reports of the Cause of Concern Behaviours.
- a) The CMG may seek input from additional members of the College including employees who interact regularly with the student of concern to determine if the student is already accessing supports or if there are additional incidents of concern that have not been reported and should be considered. Where a student has accessed confidential support, such as meeting with a counsellor, the counsellor will abide by their professional standards to protect the confidentiality of the student.
 - b) One member of the CMG will be appointed to meet with the student and will communicate the contents of the Student Well-being Support Policy, review the Cause for Concern Behaviours, hear the student's responsiveness, and report back to the CMG.
 - c) If it is deemed by the CMG that the student's Cause of Concern Behaviours poses an undue risk to the student or to other College members and that internal College resources to support the student have been exhausted, the CMG may refer the matter to the full VITRA team. The VITRA team may recommend to the Vice President, Students that the student be asked to withdraw without academic penalty or may make a recommendation to the President that the student be suspended. VITRA procedures will be implemented for the safety of the student and the College community.
 - d) Where the student is unwilling or unable to make a decision to withdraw and the Vice President, Students determines that the well-being of the student or of others can no longer be supported by institutional resources, an Involuntary Withdrawal process may be implemented.
 - e) If it is determined by the CMG that the student's behaviour does not pose a foreseeable undue risk, the CMG or designate will work with the student to build a plan to support the student's success. The plan may include requirements to access institutional and, where applicable, external supports, behaviour expectations, setting academic goals and establishing goals for personal well-being.
 - f) If the student is not willing to participate in a Success Plan, the student's conduct will be addressed via the existing appropriate policies, as determined by the College, and sanctions may apply.

4. Records Retention

- 4.1 All information and records pertaining to a Case Management Group discussions and outcomes are kept in accordance with the Freedom of Information and Protection of Privacy Act. Records are maintained in the Student Services office separate from student academic files. If a student is required to withdraw, this record will show on the student's transcript.

5. Related Acts and Regulations

College and Institute Act
Freedom of Information and Protection of Privacy Act

6. Supporting References, Policies, Procedures and Forms

Academic Integrity Policy
Involuntary Withdrawal and Re-Admission Policy
Protection of Privacy Policy
Student Non-Academic Misconduct Policy
Violent and Threatening Behaviour Policy

History / Revisions

Date	Action
2022-06-29	<i>Approved by Executive Team:</i> Procedures for Student Well-being Support