

**Anne Arundel Community College
Behavior Intervention Team**

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OVERVIEW

From time to time, the College is presented with student behavior matters that are not adequately addressed by the Code of Student Conduct and require a more rapid response than the student disciplinary process can provide. To address these situations and to fulfill the College's responsibility to provide a safe campus, the Behavioral Intervention Team (BIT) has been established to advise the Dean of Student Development (Dean) on the most appropriate responses to these situations. The BIT engages in proactive and collaborative approaches to identify, assess, and make recommendations to the Dean to mitigate risks associated with students who exhibit behavior that poses, or may pose, a threat to themselves or others, have a psychological or medical concern, or are substantially disruptive to the teaching and learning process or the operation of the college. The Team serves as a resource to the campus community and is designed for rapid response regarding behavioral issues to help support the health, safety, and success of students.

In order to prevent, respond, mitigate and recover from certain student behavior, BIT shall have jurisdiction and authority to review and recommend action regarding any student behavior occurring on or off campus deemed by the team to be of concern and involve a threat or a potential threat of harm to the student, member(s) of the College community, or is substantially disruptive to the learning process or operation of the College.

1. BIT JURISDICTION

Cases that may be reviewed by the Team are as follows:

- A. An applicant for admission or readmission to the College who has been convicted of a crime involving assaultive or felonious behavior, who has a record of violent behavior;
- B. A person who has been admitted, but not yet enrolled, who has been arrested and charged with a serious crime of violent or dangerous nature, where, in the judgement of the Team, if the person is found guilty, their presence in the learning College would pose a serious threat of disruption to the learning environment or members of the college community;
- C. A student whose behavior, on or off campus, is such that their presence, in the judgement of the Team, poses a serious threat of disruption to the learning environment or a continuing threat to the safety of the College community; or
- D. A student whose behavior on or off campus is such that, in the judgement of the Team, they pose a danger to themselves or other members of the college community.

2. BIT FUNCTIONS AND RESPONSIBILITIES

- A. The BIT is comprised of a cross-section of college personnel with expertise in the areas of student development, law enforcement, threat assessment, college

operations, medical and mental health. The BIT evaluates and manages imminent threats of violence and coordinates an appropriate plan of action, which may include consulting external third parties with expertise in threat assessment. The BIT is designed to provide a coordinated referral system, a behavioral assessment process, an internal communications structure, and a comprehensive monitoring system to allow for follow-up and support.

The BIT shall:

- i. Receive, coordinate and assess incident reports of students whose behavior, in the judgement of the Team, poses a threat or a potential threat of harm to the student, member(s) of the College community, or is substantially disruptive to the learning process or operation of the College.
 - ii. Develop a comprehensive reporting protocol within the College to proactively or reactively identify students of concern and deescalate student behaviors that are concerning, disruptive, or threatening to their or others' health and safety or disrupts the learning environment.
 - iii. Establish a formalized protocol of rapid response techniques and strategies for BIT matters.
 - iv. Make recommendations to college officials in accordance with college policies and procedures.
 - v. Engage in ongoing professional development, assessment, and refinement of BIT procedures and protocols at least annually to foster optimal Team functioning and accountability.
 - vi. Identify systemic issues, including college policy and procedural issues warranting further examination, and refer such matters to appropriate College authorities.
 - vii. Provide educational training for and outreach to the college community on appropriate strategies in response to students in crisis.
- B. The BIT shall provide coordinated support and assistance to students who are reported to have engaged in, or exhibiting behaviors that could potentially disrupt the learning environment, or be harmful to the student or community. These students will be managed using outreach, referrals to appropriate internal or external partners, case management. The Team communicates only with partner offices only on a need to know basis to collect the necessary information necessary to identify the appropriate interventions and/or methods necessary to address the concern and return the student to the learning environment with the appropriate tools to be successful.

3. MEMBERSHIP

Membership is based on the position and not the individual. The members selected have regular contact with campus community members in some manner, which will aid in assessment of students of concern, and/or the authority to take the appropriate

action, as needed. A collaborative process to assess concerning behavior will be used. Depending on the situation, additional personnel with areas of specialization or responsibility may be called upon to assist the Team. Standing membership of BIT shall be comprised of staff from the following functional areas:

- A. Community Standards
- B. Personal Counseling Services
- C. Department of Public Safety and Police
- D. Faculty Human Services
- E. Disability Support Services
- F. Academic Advisor

These members, or their designee, have been selected due to their positions at the College allowing them to have unique information, and/or professional experiences and perspectives when responding to student behavior.

Additional College personnel may from time to time be designated by the Team to serve as a resource (non-voting) to the team.

4. DEFINITIONS

The following terms have been defined as follows:

- A. “On Campus” is any location, including real and personal property, either permanent or temporary, owned, leased, or under the control of Anne Arundel Community College.
- B. “Student” is an individual enrolled for any credit, non-credit or continuing education course offered by the college for the current or a future term.
- C. “Threat” is any statement or action that suggests the potential for physical and/or emotional pain, injury or harm. A statement or action constitutes a threat without regard to whether the communicating party has the ability to carry the threat out, or it is contingent, conditional or to happen in the future. Threats can be direct (specific and clear), indirect (vague or implied), veiled (hints at a violent act) or conditional (tied to demands). A threat may be observed first hand or reported by second or third parties.
- D. “Violence” is behavior involving physical force intended to cause pain, harm, injury, or violate any person or damage property.

5. OPERATIONAL PROCEDURES

A. REFERRAL PROCESS

The BIT relies on the College community as observers, and encourages students, faculty and staff to report any student behavior that involves a threat or a potential threat of harm to the student, member(s) of the College community, or the substantial disruption to the learning process or operation of the College.

1. Faculty, staff, and students may use the online [Student Incident Report](#) to report the above type of behavior. All online student incident reports are automatically delivered electronically to the BIT for preliminary review.
2. In the event of an emergency that requires an immediate response and intervention, the Department of Public Safety and Police (DPS), 410-777-1818 and/or call 911 should be notified. Upon request of the reporting individual the College will allow the report to be made “anonymously,” without the reporter providing his/her name.
3. The [Student Incident Report](#) and all information contained therein may be used during any Student Disciplinary Process, as provided by the [Code of Student Conduct](#).

B. ASSESSMENT PROCESS

Upon receipt of a Student Incident Report, the Dean shall conduct a preliminary review, in consultation with the Director of Community Standards, and/or Chief of Police to determine if an emergency BIT meeting is needed. If not, the matter shall be referred to the appropriate College authorities.

If it is determined that the incident is within the jurisdiction of BIT, the Dean shall further determine the risk level of the threat or a potential threat of harm to the student, members of the College community, or to the disruption to the learning process or operation of the College.

1. **Low Risk:** No significant concern of a threat to the student, the College Community or the College. The BIT may not convene to review and investigate the matters. The matters may be referred to appropriate campus or community resource including, but not limited to, Counseling Services, Disability Support Services, Health Services, etc.
2. **Moderate Risk:** A concern that the behavior has the potential to result in a threat to the student, member(s) of the College community or would be substantially disruptive to the learning process or operation of the College, but at present there is no

evidence of preparatory steps by the student to take such action. The BIT may convene to review, investigate, and if necessary, and make recommendations for an appropriate response to the Dean.

3. High Risk: There appears a present and imminent threat of harm to the student, member(s) of the College community, or behavior that is or would be substantially disruptive to the learning process or operation of the College. The BIT shall convene to review, investigate, and if necessary, make recommendations for an appropriate response to the Dean.

C. **RESPONSE STRATEGIES**

After review and assessment of the reported behavior, the BIT may engage in any of the following response strategies:

- A. Continue to observe student behavior;
- B. Follow-up and monitor the accused party;
- C. Refer to College and/or other community resources;
- D. Coordinate with other college departments and/or external agencies;
- E. Alert appropriate authorities (911); and/or

Make recommendations to the Dean which may include, but are not limited to, the following:

- A. Monitor students whose behavior, in the judgement of the Team, involves a threat or a potential threat of harm to the student, member(s) of the College community, or is substantially disruptive to the learning process or operation of the College.
- B. Assign follow-up tasks, a case manager, and assist the student in connecting with support services as needed.
- C. Notify parents, emergency contact or, appropriate next of kin.
- D. Impose an interim suspension until a threat assessment can be completed.
- E. Impose an interim suspension with a specific fitness to return process, including mandatory medical, counseling, or agency referral and subsequent clearance;
- F. Outline conditions necessary prior to the individual returning to the learning environment.
- G. Impose an involuntary leave of absence with specific terms for reenrollment.
- H. Refer the incident to the Office of Community Standards for review.
- I. Mandate a direct threat/safety assessment;
- J. Recommend to the Vice President for Learner Support Services, the President and the AACC Emergency Preparedness Team to enact college emergency plan; and/or

K. Other appropriate remedy.

If after the review and assessment of all the information, BIT determines that the behavior has a significant potential to result in a threat to the student, member(s) of the College community or would be substantially disruptive to the learning process or operation of the College it may recommend additional actions not included above.

6. STUDENTS SEEKING RE-ENTRY

After the period of time for an involuntary leave of absence has expired, or the imposition of an interim suspension a student may request to return to the College. To do so, the student must petition for re-entry to the Dean of Engagement requesting to return. In addition, the student must provide documentation demonstrating the student has fully complied with any and all conditions of re-entry outlined by the issuing authority. The Dean shall submit the student petition, and any accompanying documentation and materials, to the College's BIT who will make recommendations to the Dean regarding the student's suitability to return. The Dean will communicate their decision for re-entry, to the student in writing within a reasonable time from receiving the petition for return.

7. APPEAL PROCESS

- A. The responding student has the right to appeal decisions made by the Dean. A respondent shall have the right to appeal a decision from the Dean to the Vice President for Learner Support Services. Appeals shall be based on one or both of the following grounds:
 - 1. A procedural error materially affecting the Dean's decision. The Vice President shall determine, based on the record only, whether a procedural error occurred, and if so, whether the procedural error materially affected the decision of the Dean.
 - 2. There was no reasonable basis for the action of the Dean. For purposes of evaluating whether there was a reasonable basis for the decision, only the information contained in the record shall be considered.
- B. The appeal petition shall be filed within five (5) business days from the date of the decision by the Dean.
- C. The appeal shall be in writing.

Within five (5) business days from receipt of a timely appeal, the Vice President for Learner Support Services shall provide a copy of the appeal to the Dean, who shall within

five (5) business days forward to the Vice President for Learner Support Services a response to the student's appeal petition, copies of all documents presented for the BIT's review, and a copy of the written decision.

Within five (5) business days of receipt of the materials listed above, the Vice President for Learner Support Services shall consider the appeal and shall communicate a decision, in writing, to uphold, overturn, or modify the decision of the Dean, to the responding party. The decision of the Vice President of Learner Support Services is final.

8. MAINTANANCE OF STUDENT RECORDS

Access to any student's disciplinary or other records will be governed by the provisions of the Family Educational Rights and Privacy Act of 1974. Authorized, identified college officers, faculty members or the student shall have access to disciplinary records. Results of disciplinary proceedings for alleged violations of this code shall be disclosed to the charging party if the prohibited conduct involves the use, or attempted use, or threatened use of physical force or harm against the person or property of another. Student disciplinary records maintained in the office of the Dean shall be accorded the same protection and guaranteed confidentiality as those in college administrative offices.

Referrals to the Dean may result in a disciplinary file being created in the name of the Respondent, which shall be voided and destroyed if the Respondent is found not responsible for the allegations contained in the referral. The file of a student found responsible of a violation will be retained as a disciplinary record for six years from the date of the letter providing notice of final disciplinary action. In cases of expulsion, revocation or withholding of degree, the record shall be retained in perpetuity. In cases where the accused student withdraws from the college, the record will be maintained permanently.

9. NOTICE OF NONDISCRIMINATION

AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

10. APPENDIX 1: STUDENT INCIDENT REPORT

To be added once online form is revised to reflect BIT matters only.