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Behavioral Evaluation and Response Team Policy and Procedures

I. Philosophy, Purpose, and Scope

Frederick Community College (“FCC” or the “College”) is committed to having a safe environment to ensure the well-being of all students, employees, visitors, and guests. By establishing an effective communication process, the College community can more effectively respond to student behavior incidents of concern.

Behavioral incidents of concern involving students should be communicated through the [Student Behavior Incident Report Form](#). All reports will be addressed by the Associate Vice President/Dean of Students (AVP/DOS). The AVP/DOS may refer reports of student behavior of concern to the College Behavioral Evaluation and Response Team (BERT). The BERT:

- makes an appropriate evaluation of student behavior of concern,
- makes recommendations and assigns responsibility in response to behaviors of concern,
- monitors case progress until closure is recommended, and
- as appropriate, recommends referral to existing College or community services or resources.

Cases that fall outside of the scope of the BERT will be addressed in accordance with the appropriate policies and procedures.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“BERT”** refers to the Behavioral Evaluation and Response Team and is comprised of College officials who receive and evaluate student and employee concerns regarding student behavior that may be disruptive, self-injurious, or potentially pose a risk of harm to the health, safety, or property of any person or of the College, or otherwise be dangerous.
- B. **“College community”** includes trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- C. **“College official”** means administrators, supervisors, faculty, adjunct faculty, support staff, campus security, coaches, or trainers.
- D. **“Formal assessment”** refers to a comprehensive mental health evaluation or medical assessment that results in an evaluative report that is rendered by a licensed mental health or medical provider.
- E. **“Secured College tracking system”** refers to the official College system used to record and track reports of student violations of prohibited conduct and concerning behavior. The secured College tracking system contains documentation of reported violations, resolutions, and appeals. The Associate Vice President/Dean of Students designates the Executive Director of Counseling and Advising as responsible for the oversight and management of reports of student behavior of concern that are assigned to the BERT.

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- F. “**Student**” means an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangement for payment of tuition and/or fees.
- G. “**Student Behavior Incident Report Form**” refers to the form available on the College website and Communication Central which is to be used by students and/or staff to report behavior of concern.

III. BERT Composition

The BERT consists of the following members appointed by the Vice President for Learning Support: the Executive Director of Counseling and Advising (BERT Chair), the Associate Vice President/Dean of Students (AVP/DOS), the Director of Services for Students with Disabilities, the Security Lead Supervisor or designee, one counselor, the Director of the Center for Student Engagement, the Associate Vice President of Human Resources, an individual from Academic Affairs, and an individual from Continuing Education and Workforce Development.

The BERT members are expected to attend regularly-scheduled meetings to discuss BERT cases, provide expertise or background information regarding behavior or concerns reported, and be oriented to the BERT Policy and Procedures and the secured College tracking system.

IV. Role of BERT Chair

- A. At the beginning of each fall and spring semester, the BERT Chair will notify the College community through appropriate communication channels, stating that the team is available for consultation if members of the College community are concerned with the behavior of a student or a group of students. The notice will serve as a proactive measure to maintain a culture of reporting behavior of concern.
- B. Arrange and facilitate orientation for new BERT members.
- C. Review cases resulting from Student Behavior Incident Reports as assigned to the BERT by the AVP/DOS.
- D. Conduct an investigation of the reported concern indicated on the [Student Behavior Incident Report Form](#). The results of the investigation are shared with the BERT once a meeting is convened.
- E. Convene emergency BERT meetings to discuss any reported behavior that is deemed serious in nature and must be addressed immediately for the safety of the student and/or College community.
- F. Communicate any threat or safety concern to appropriate College officials and consult with the Director of College Safety and Emergency Preparedness to determine appropriate notification to the College community.
- G. Convene and facilitate regular meetings to discuss new and open BERT assigned cases.

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- H. Document discussion and deliberation notes, updates, and recommendations from BERT meetings in the secured College tracking system.
- I. When deemed appropriate by the BERT, update and close cases in the secured College tracking system.
- J. Initiate the application of negative service indicators on a student record as necessary.
- K. Notify the Vice President for Learning Support when assigning a BERT member to serve as designee in Chair's absence.

V. Reporting Behavior of Concern

Employee or student concerns about student behavior should be reported by completing the [Student Behavior Incident Report Form](#).

For immediate response to a crisis situation and/or a threat to safety, to self, or others that appears imminent, call 911 and College Security at 4444 from a main campus phone or a Monroe Center office phone or (301) 846-2453 from any other phone. A [Student Behavior Incident Report Form](#) must also be completed after the crisis situation and/or threat has been reported.

Individuals not able to access the Student Behavior Incident Report Form can make a verbal report or send a written report by email to the AVP/DOS. Verbal reports and emails may also be sent to the Executive Director of Counseling and Advising (BERT Chair) or the Security Lead Supervisor, who will then forward the report to the AVP/DOS.

All reports will be responded to and, if appropriate, the AVP/DOS will assign the case to the BERT.

Reports involving potential threats to the safety or security of the College will be communicated to the President or his/her designee and to the Senior Leaders.

VI. BERT Response Procedures

- A. Upon the AVP/DOS assigning a case to the BERT, the BERT Chair or his/her designee will undertake an investigation of the reported concern. The investigation may include contacting the originator of the report for details about the reported behavior and/or any individual named in the report.
- B. The Executive Director of Counseling and Advising (BERT Chair) will convene a meeting, if necessary, of the BERT to review the report and information obtained through the investigation. As appropriate, the individual making the report, or other persons deemed to have relevant information or knowledge of the student and/or the reported behavior may be asked to attend some or all BERT deliberations pertaining to the behavior.
- C. As appropriate, the BERT Chair or BERT may assign one of its members to meet with the reporting individual and/or student who displays behaviors of concern to develop, suggest, or impose strategies to modify or resolve the behavior.

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- D. As appropriate, the team may recommend referral to existing College services (e.g., Services for Students with Disabilities) or College-sponsored resources (e.g., Counseling and Advising).
- E. As appropriate, the team may recommend to the AVP/DOS the implementation of specific College procedures relating to disruptive behavior (i.e., Administrative Withdraw/Referral for Medical and/or Psychological Evaluation).
- F. Reports made to the BERT, deliberations by the team, and recommended response plans will be documented by the BERT Chair in the secured College tracking system. Information will be maintained and disclosed in accordance with College compliance with the Family Educational Rights and Privacy Act (FERPA).
- G. The identity of the person or persons either filing a report or involved in deliberations will be maintained in confidence by the BERT to the extent reasonably possible.
- H. Any person who makes a report in bad faith or in order to intimidate or harass another person under this Policy and Procedures, will be subject to discipline, up to and including dismissal from the College. If a person is found to have deliberately filed a false accusation, he/she will be subject to disciplinary measures in accordance with the policies and procedures governing student or employee behavior.
- I. The BERT will continue to monitor behavior and provide status updates in the secured College tracking system until case closure is recommended.
- J. The BERT may recommend consideration of administrative withdrawal of a student to the AVP/DOS in accordance with Section V of the [Student Withdrawal Policy and Procedures](#).
- K. In cases where the BERT recommends a formal assessment or an administrative withdrawal that would result in the student incurring a debt to the College, the BERT may recommend that in the interest of preserving the safety of the College community the debt be written off by the College.