

Bias Response Toolkit

York College of PA strives to provide an education which will develop students to be future leaders in society and provide them with the ability to engage with the world as citizens mindful of the inclusion of others. YCP also stresses that diversity is needed in order to achieve excellence. With this in mind, we strive to create a learning environment that reflects the cultures and experiences of all of our community members and demonstrates the College's dedication to social justice and dignity of everyone. In order to prioritize this mission and the needs of the YCP community, the Office of Student Diversity and Inclusion (SDI) has developed the Bias Response Toolkit which is designed to help York College respond promptly and effectively to reported bias-related behavior. Behavior or actions that go against the College's principles of community, or display themes of hate, bigotry, bias and discrimination are not welcome at York College of PA and will be addressed.

This Toolkit aims to:

- 1) Inform the campus community about the procedures in place to address reports of bias and provide the offices where incidents of bias should be reported.
- 2) Provide information on the methods of communication regarding the incident and the responsive actions that York College will take following a bias report.
- 3) Detail available resources that provide care and support for community members who have been affected, including counseling, advising and community education.

What is a bias incident vs a hate crime?

A **bias incident** is unwelcome conduct that has a negative impact on an individual or group and that one could reasonably conclude is based on an actual or perceived protected characteristic, regardless of whether the conduct is unlawful or violates policy.

A **hate crime** means conduct that meets all the elements of a criminal offense committed against a person or property that is motivated in whole or in part by bias based on the protected characteristic of an individual or group.

Protected characteristic means race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, familial status, disability, age, marital status, status with regard to public assistance, veteran status, genetic information, or any other characteristic protected by applicable law.

How does a student report a bias incident?

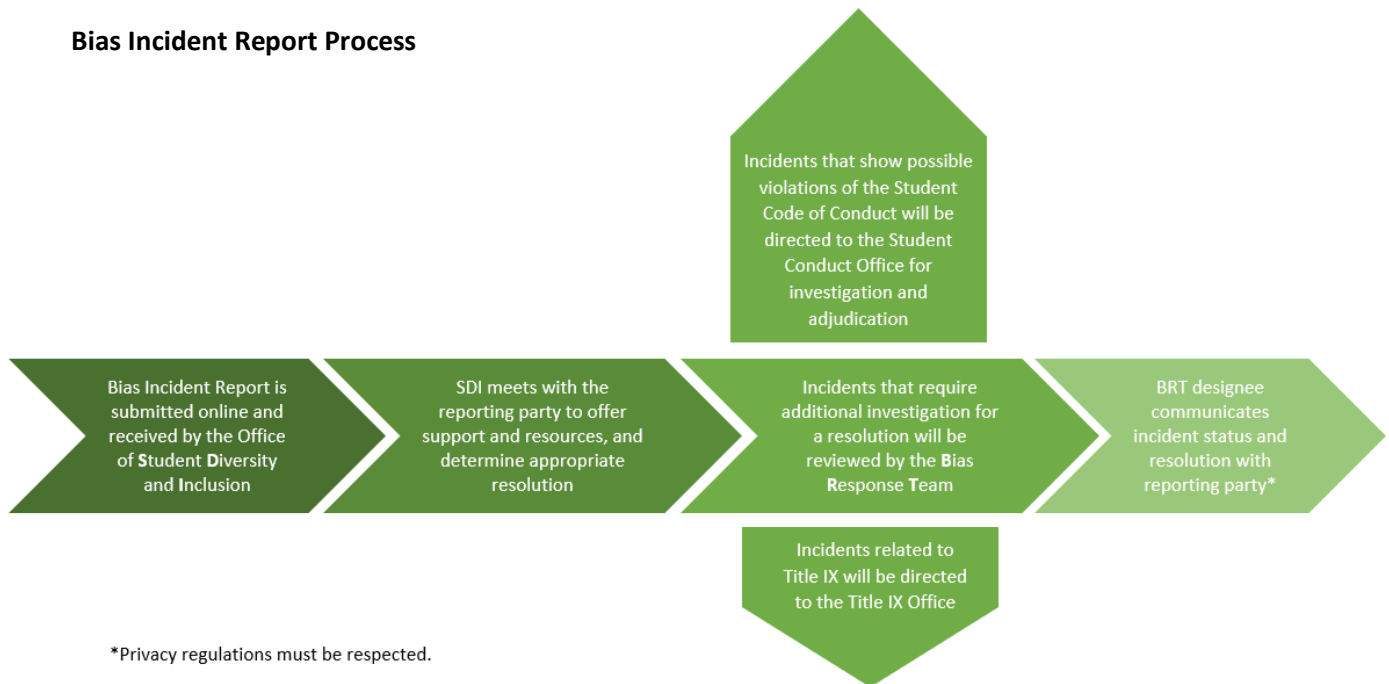
Students are asked to report bias incidents using the online reporting system available through the Bias Incident Report link. A student may also choose to seek assistance as needed with a York College professional where the incident occurred. For example, if an incident occurs in a residence hall, you may alert a staff member in Residence Life. Additionally, contacting Campus Safety immediately allows for the securing of possible evidence and the beginning of a possible investigation, if necessary. The Bias

Incident Report will be received by the Office of Student Diversity and Inclusion, and reviewed by members of the Bias Response Team.

The following administrative officers may also be notified depending on the nature of the report, including:

- Dean of Student Development
- Provost
- Director of Human Resources
- Deans of the Academic Divisions
- Title IX Coordinator
- Director of Campus Safety
- Office of Student Conduct

Bias Incident Report Process



*Privacy regulations must be respected.

What is the Bias Response Team?

The Bias Response Team is charged with coordinating direct action and educational responses to acts of discrimination, bias and violations of our campus code of conduct in relation to supporting our diverse community. Consisting of a team of legal counsel, student conduct professionals, faculty and administrators, the group will be responsible for taking swift action to investigate and respond to reported cases of intolerance within our community and on any social media platforms.

Are students required to report bias incidents?

No. A student who believes they have been or are being subjected to a bias incident may choose whether or not they would like to submit a bias incident report. Students may also choose to address the behavior through direct communication, or mediation; though under no circumstances are they required to do so. The Office of Student Diversity and Inclusion is available to students to discuss any bias incidents regardless if they have been reported or not.

What should a student do if the incident occurred in the residence halls?

Students can inform their Resident Assistant (RA) or Area Coordinator if a bias incident has occurred in their residence hall in order to ensure support for the student communities residing in the building. Students can also report to Campus Safety and submit a bias report via the online system. Residence Life will provide direct support to the student/s directly impacted by the incident.

How are incidents responded to and what are the outcomes?

The individuals identified above will review all bias incident reports, investigate the reports as needed to gather relevant facts, and take whatever responsive actions determined to be appropriate. If an investigation occurs and reflects a possible violation of the Student Code of Conduct, the report is directed to the Office of Student Conduct to be reviewed and for a course of action to be determined. If the matter involves an allegation of sexual misconduct or gender-based discrimination, then the Title IX Coordinator will ensure that the allegation is processed in accordance with the College's Sexual Misconduct Policy and Grievance Procedure.

Potential sanctions for students found responsible for violating the student conduct code in relation to a bias incident may include the following:

- Reparative, restorative educational sanctions
- Official Warning, Formal Reprimand, Notice of Suspension
- Removal from the residence halls and/or campus, Suspension, or Expulsion
- Financial sanctions for replacement or repair of YCP or personal property.

If a bias incident involves criminal conduct, law enforcement may be contacted. Bias incidents that do not rise to the level of a policy violation may still be addressed utilizing restorative justice or other educational means.

What if the bias incident involves a faculty or staff member?

Bias incident reports involving **faculty** are reviewed and addressed by the Bias Response Team in coordination with the Provost, the relevant academic dean or program director, and, where appropriate, the Director of Human Resources.

Bias incident reports involving **staff** are reviewed and addressed by the Bias Response Team in coordination with the relevant supervisor, and where appropriate, the Director of Human Resources.

Any incidents related to Title IX will be reviewed and addressed by the Title IX Coordinator.

How will the campus community know of the outcome and adjudication of the case?

The College will communicate with the individual or individuals who reported the case and who were impacted by the incident to the extent allowed by law. Though specifics of the outcome may not be shared by the College, the BRT designee will share periodic status updates as well as information that an investigation has concluded (where relevant) and a written notice of outcome. Support will be offered to anyone who may need additional assistance.

What resources are available on campus to assist students after a bias-related incident?

Because York College of PA believes that addressing bias-related incidents is a community effort, students are encouraged to seek guidance and advising from faculty and staff whom they trust and with whom they have a working relationship. In addition, the College offers a number of resources to assist students.

- Counseling Services offers a variety of individual and group counseling sessions to provide support to students who have been affected by acts of intolerance.
- Spiritual Life offers counseling and spiritual advising through the chaplains and staff for students of all faith backgrounds. They are also available to assist during emergencies and incidents on campus on an individual basis, as well as group discussions.
- Office of Student Diversity and Inclusion (SDI): In collaboration with other offices in Student Development and Campus Life, the SDI staff can offer individual advising for students and coordinate learning programs to address bias incidents on campus. The staff also can conduct small and large group discussions to help build community and support for students.
- Office of Residence Life: The staff of Residence Life will provide services to support students after any incidents that are against our principles of community. Residence Life may also provide additional learning opportunities in the residence halls.
- Student Development and Campus Life Division: The Dean of Student Development and Campus Life can coordinate efforts and additional support when needed.

What can other areas of campus do to help students after a bias-related incident?

YCP's commitment to our DEI efforts emphasizes that supporting students after a bias-related incident is a community effort in both response and care. Professional staff are asked to speak with their supervisors to determine appropriate actions and programming needed after a bias-related incident.

Examples include:

- Social media postings and campaigns to support students and members of the community
- Training opportunities to facilitate open dialogue and educational forums related to acts of bias and learning response procedures
- Town hall gatherings for community discussion and support
- Increased office hours to meet with students and opening gathering spaces for planning meetings.
- Use of newsletters, bulletin boards, or other type of communication to show solidarity and support.

Staff in other departments may be able to provide additional resources that may prove helpful when creating responsive or proactive programming that responds to a bias-related incident. The Office of Student Diversity and Inclusion is an excellent resource for program recommendations.