

BIAS REPORTING

As stated in its [Notice of Nondiscrimination](#), MCLA is committed in principle, policy, and practice to fostering and supporting an environment that prohibits discrimination in all its forms, and supports equal opportunity, diversity, equity, and affirmative action.

BIAS INCIDENT REPORTING

[Bias incident reports](#) may be filed anonymously. If identified, the reporting individual will be contacted and informed about supportive resources available to them. If the reported incident alleges a violation of college policy or applicable federal, state or local law, the reporting party (if identified) will be informed of additional resources and procedures. Bias incident reports are received and responded to by the Vice President of Student Affairs.

BIAS EDUCATION TEAM

The purpose of the Bias Education Team (BET) is to support the college's efforts to maintain an inclusive campus climate by establishing a mechanism by which it responds to bias incidents. **The Bias Education Team is not a mechanism for investigative or disciplinary action.** However, it enables the college to track alleged bias incidents, collect aggregate data, identify educational responses, and connect individuals affected by alleged bias incidents with supportive resources.

The Vice Ppresident of Student Affairs is responsible for convening the BET with representation reflective of the incident in question. Once gathered and debriefed. BET will monitor any trends related to bias incidents and develops strategies to inform and educate the campus. . The BIRT will monitor any trends related to bias incidents and develop strategies to inform and educate the campus.

CHAIR

Jeannette Smith, PhD
Vice President for Student Affairs
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[413-662-5231](tel:413-662-5231)

BIAS INCIDENTS

Bias incidents may include an act of bigotry, harassment or intimidation based on age, color, creed, disability, gender identity, gender expression, race, religion, nation/ethnic origin, sex, sexual orientation or veteran status committed on campus **for which the respondent cannot be identified.**

This includes, but is not limited to, slurs, graffiti, written messages, or images that harass or intimidate individuals or groups because of their membership in the above listed protected classes.

In cases where the respondent can be identified, complainants may find reporting information and other resources here: [Title IX and Equal Opportunity \(mcla.edu\)](#).

RESPONSE TO BIAS INCIDENT REPORTS

The Bias Education Team acts as the college's first response team in addressing reported bias incidents in which no respondent can be identified. The college's response to a bias incident report will depend on various factors, including the nature and severity of the complaint, whether the respondent is known or not known, the reporting individual's wishes, the effect on the campus community, and the college's obligations under the law.

Once a report is received, the BET Chair will make a decision whether to involve other individuals and/or offices, using the following questions, for example, as guidance:

- Does the bias incident involve actual or potential violence, or a significant actual or potential disruption to the College?
- Does the bias incident involve multiple people and/or actions that affect multiple people directly?

Need Help?

- Are there individuals that require immediate emotional support?
- Is there continuous and on-going bias behavior occurring?
- Do other circumstances exist that would compel others to be involved and to convene?

Information presented to any individual and/or office will be handled confidentially, to the greatest extent possible, and to the extent permitted by law.

Bias incidents that do not require immediate notification will be forwarded to the BET for informational purposes with the possibility for follow up, if necessary. If it is determined that a response is warranted, the BET will focus on two primary areas, **Individual Response** and **Community Response**, both of which may occur separately or in combination with one another.

Individual Response

In the event an incident is reported that does not involve the filing of a formal complaint against another party or parties (i.e., anonymous and isolated incident of graffiti) outreach to the reporting parties will occur related to safety, counseling, student life support and/or academic support. As appropriate or possible, parties will also be informed of the provisions of the [Equal Opportunity, Diversity and Affirmative Action Plan](#) (EO Plan) along with other appropriate resources.

Community Response

The BET make a recommendation to appropriate individuals or offices for the development of a timely action plan designed to provide information, education, and support to the community. This may include the following:

- Provide additional support for those directly affected by the bias incident
- Student/campus forum
- Campus notices and fact sharing as appropriate (e.g. campus newspaper article, e-mail alerts, text notification, fliers, website updates, etc.)
- Educational programming
- Response to the media, if appropriate
- Personal counseling for students
- Town hall meetings
- Speaker rallies
- Policy revision recommendations

Bias incidents can cause harm both directly and indirectly. Of the many resources available, Wellness is a great resource for students. For counseling inquiries, please call Counseling Services at [413-662-5331](tel:413-662-5331) or email counseling services at counselingservices@mcla.edu to make an appointment.


For health services inquiries, please call Health Services at [413-662-5421](tel:413-662-5421) or email health services at healthservices@mcla.edu to make an appointment.


For health promotion inquiries, please email wellness@mcla.edu.

To file a CARE Report regarding a student of concern, visit [Navigate360](#).

If you have an urgent concern that cannot wait, including a medical or mental health emergency, please contact MCLA Public Safety at [413-662-5100](tel:413-662-5100).



 [413-662-5000](tel:413-662-5000)

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