BIT Frequently Asked Questions

I’m concerned about a student. What should I do?

☐ First you must decide whether or not this is an emergency. If you answer yes to any of the following questions, please contact Triton College Campus Police at 708-456-6911.

Do you feel threatened or unsafe?

Are you concerned about imminent risk to the student or someone else?

Is the student in need of immediate medical assistance?

☐ If it is not an emergency, you may submit an incident report electronically by visiting http://www.triton.edu/dean-of-students or in person to the Dean of Student Services office, B120.

Should I talk to the student before making a referral?

☐ Speak to the student in private and listen to what is troubling them. Let him or her know that you are concerned about their welfare. Listen to what the student has to say (sometimes, an explanation from the student can clarify what you have observed and/or eliminate the need for a referral at this time. If you still believe a referral is warranted, suggest resources such as Triton College Counseling or other appropriate departments.

☐ Document the incident. Write down the facts of what occurred. Use concrete terms. Share the documentation with your Supervisor, and the Behavior Intervention Team (BIT), or Triton College Police Department.

I’m concerned but not sure whether or not I should refer. What should I do?

☐ Contact the Dean of Students to discuss the situation in hypothetical terms. We may be able to provide some feedback or suggestions on how to manage the situation...or we may let you know that based on the information you have shared, a formal referral would be appropriate.

☐ When in doubt, you are encouraged to submit a referral. Often times if you have concerns about a student, others may have concerns as well; the information you have to share may be an important piece in the overall picture.

What happens now that I have submitted an incident report?

☐ Once an Incident Report has been received by the BIT, the team will meet to implement the assessment process. The most appropriate time to include the student in the process will be considered on a case-by-case basis. The BIT will utilize the NaBITA (National Association of Behavioral Intervention Team Association) Threat Assessment Tool.

☐ In general, the BIT will gather preliminary information regarding the concern and then a team member will interview the student as part of the initial assessment process The interview will provide the opportunity for the student to share his/her concerns about the situation and ask
for needed assistance in resolving it. Information gleaned in this initial interview will be helpful in determining appropriate intervention strategies.

☐ Regardless of the nature or severity of the incident report, all reports are recorded and maintained confidentially in the event that additional reports on the same student are received at a later date.

Am I violating FERPA/student privacy laws by submitting an incident report?

☐ FERPA does not apply to the following information: a) information gained through personal observations or direct interactions with students, b) records created and maintained by a law enforcement unit for law enforcement purposes, and c) student medical records.

☐ Documents that describe a staff member’s personal observations or direct interactions with a student that are maintained by an employee of the institution are considered to be educational records and therefore are subject to FERPA guidelines. However, verbal disclosure of the information is not subject to FERPA.

☐ When law enforcement documents are shared with other staff at the college including the BIT, they become subject to FERPA guidelines.

☐ If you have any questions about the legitimacy of your disclosure, feel free to consult with the Dean of Student Services in hypothetical terms BEFORE sharing the personal identifiable information (708-456-0300, Ext. 3230).