## BIAS INCIDENT RESPONSE ROADMAP FOR STAFF & FAMILIES



Every bias incident demands a response from staff.

The steps we take to respond in the moment are:

- Interrupt
- Question
- Educate
- Echo

To refresh your learning on interrupting bias, review the <u>Speak Up at School</u> Tools.

Assess the physical and emotional safety of those involved.

## Staff must always report the bias incident to administration.

Note: Most incidents are reported directly to trusted adults. Students in MS/HS also have a form where they can report incidents confidentially. Staff complaints about bias may be documented on Staff Complaint form.

**1** Investigate

Administrators use District
Guide to Serious Incidents,
trauma-informed practices, and
applicable district/state/federal
guidance to complete
investigation.

# Support & Communicate

Check in with potentially harmed individual(s) or staff, support physical & emotional safety. Gather enough information about the situation to determine if a formal investigation is necessary. Communicate to families of all students involved if formal investigation is warranted or if enough information is present to move directly to step 4.



#### **Determine & Take Action**

Any response to a substantiated bias incident must consider these parts:

- **Educate:** Educational activities that address the history and impact of racism and bias.
- **Discipline:** Individual consequences or school discipline could include missing preferred activities, in school suspension, out of school suspension, up to expulsion.
- **Restore:** Restoration could include recognition of harm, restorative circles, apologies, support plans as necessary. Restoration may be at the individual student level and/or at the class or community level

The circumstances of the situation, if this has happened before, any patterns of behavior, the impact on the affected individuals, the seriousness of the situation, may all be considered. We are always focused on safety, healing, and learning for all involved.

Administrators, record substantiated student incidents in Synergy as "Bias Incident"

Schools will provide written communication to the individuals/families involved that includes:

- Was the bias incident substantiated?
- If so, what appropriate actions (in general)
  were put in place for the individual (s) who
  did the harm?

What plans are in place to support the individual(s) who was harmed?

Communicate
Outcome &
Support Plans

### **Follow Up**

check-ins with individuals, families and staff involved to ensure plans have been implemented and safe learning environments are restored.