

→ DCPS principals should use this protocol if a [bias incident](#) occurs – regardless of the involved parties or perceived level of severity. If you suspect a [hate crime\\*](#), [start here](#). ←

## Phase 1: ASAP - 24 Hours

PUT SAFETY FIRST, REPORT THE INCIDENT & DENOUNCE THE ACT

Separate the involved parties as soon as you are made aware of the incident.

Notify your Superintendent (IS) of the incident. If staff are involved, notify The Office of Labor Management & Employee Relations (LMER).

School grievance POC can [collect statements](#) from involved parties. Notes can be shared with the Principal to add to the [Incident Reporting Tool \(IRT\)](#) if Principal is not an involved party.

Add report in the Incident Reporting Tool (IRT). If applicable, submit a [security incident report](#) or Child and Family Services Agency (CFSA) report.

**Your IS will:** Contact the [Central Equity Response Team](#) outlined in Phase 3 ([equity.response@k12.dc.gov](mailto:equity.response@k12.dc.gov)) to deploy support including restorative guidance to repair harm and to plan an initial short-term response.

Contact families of impacted students to inform them of the reported incident and that an investigation will be initiated which calls for the confidentiality of other involved parties.

Refer to [toolkit](#) for additional guidance.

## Phase 2: Next 1-3 Days

ASSESS & EVALUATE, PROVIDE ACCURATE INFORMATION & DISPEL MISINFORMATION

**The Comprehensive Alternative Resolution & Equity (CARE) and/or LMER Team(s) will:** continue to investigate the matter.



*If a staff member is involved, LMER will provide guidance to principals regarding further action and may put employees on leave in Phase 1.*

**\*Please Note:** In some instances, an incident may have been observed and reported directly to [the Office of Integrity](#) or [the CARE team](#). To maintain the integrity of these investigations, investigations may occur without notifying or updating school leaders if school leaders are one of the involved parties.

Check in on families of impacted students. If applicable, share updates as details are confirmed while maintaining the confidentiality of other parties. Remind them that investigations may still be underway.

**Coordinate with the Communications Team if communications to a broader audience (staff, families, school community, etc.) should be sent. Resource:** [Communications Guide](#).

Participate in a call with your IS and the [Central Equity Response Team](#) to share updated information and finalize plan for support.

Additional required actions will be shared in a Letter of Resolution in Phase 4.

## Phase 3: Next 10-30 Days

SUPPORT IMPACTED STAKEHOLDERS, PROMOTE HEALING & WORK WITH THE MEDIA

Coordinate with the IS and [Central Equity Response Team](#) to execute a short-term plan with some or all of the collaborators below.

- **Instructional Superintendent (IS):** the lead liaison between the school and Central Office, including checking the [Incident Reporting Tool for weekly updates](#)
- **Equity Strategy and Programming:** Provides support for short- and/or long-term student- and/or staff-facing equity PD aligned with the [DCPS Equity Framework](#)
- **Mental Health Team:** supports the mental and emotional well-being of impacted students as needed.
- **Community Action Team:** Supports activities involving families and the community in restorative practices.
- **Restorative Practice Team:** Supports the selection and implementation of appropriate restorative practices based on their assessment of the incident and additional school/student factors.
- **Social Emotional Learning (SEL):** Helps schools develop (or redesign) and implement long-term plans for improving school climate and culture.
- **Office of Teaching and Learning:** Conducts curriculum review and provides PD related to culturally responsive teaching, curriculum topics and equitable pedagogy, if needed.

## Phase 4: 30-60 Days\*

SEEK TO RESTORE, EDUCATE & INVOLVE OTHERS

**CARE will:** Send you, impacted families and complainants a Letter of Resolution after their investigation is complete. **LMER will:** Send you, your IS, the employee under investigation, their union, and Chief of ES or SS a closure letter.

\*30-60 Day timeline for investigations and a final letter of resolution may vary based on details of the incident and required actions.

Coordinate with your IS to determine which central office team members will support the school in executing the Corrective Actions listed in the Letter of Resolution.

**Your IS will:** Ensure actions outlined in the Letter of Resolution are complete within the recommended timeframe. The CARE Team will provide a [tracker for sharing progress updates](#).

**The Equity Strategy and Programming Team will:** Support you in developing a strategic plan to continue embedding equity in the life of your school that takes a proactive approach to equity.

### FREQUENTLY ASKED QUESTIONS

**What is the primary source of this information?** Teaching Tolerance's [Guide for Responding to Hate & Bias at School](#) is the foundational resource that informs this protocol.

**Who is the Central Equity Response Team?** A collaboration of Central Office Teams that may provide supports to your students, staff or community as appropriate (outlined in Phase 3).