

GUIDELINES FOR RESPONDING TO HATE INCIDENTS IN ARLINGTON PUBLIC SCHOOLS

A Hate Incident is any act of physical or verbal assault, vandalism, or graffiti that threatens, demeans, or attacks an individual or group of people based upon their race, religious views, national origin, sex, color, citizenship, age, ancestry, disability, family/marital status, source of income, ethnicity, sexual orientation, or gender identity and expression.

What to do:

- Identify the Incident
- Preserve the Evidence
- Notify the Principal
- Document the Incident

- **DOCUMENT:**
 - ☐ In cases of verbal or physical assault, note the location, date and time of the incident and its discovery with as much detail as possible.
 - ☐ Write down any additional details you recall of the incident you experienced or witnessed.
 - ☐ In cases of vandalism, graffiti, or damage, photograph/videotape the object in order to preserve evidence. Do not alter, change, or clean up the damage in any way without first photographing the evidence.

- **COMMUNICATE (as soon as possible):**
 - ☐ School personnel will first contact the school principal to ensure that the evidence is preserved, in the case of physical vandalism.
 - ☐ The principal should then contact their building administrator(s) or designee(s), School Resource Officer, and Superintendent.
 - ☐ Principal and Superintendent will activate the school's crisis response team (typically the principal, assistant principal, social worker, and nurse) to design and coordinate a communication plan.
 - ☐ Arlington Police Department will notify the Arlington Human Rights Commission.

FOLLOW UP:

- ☐ Principals or their designated representatives will send an initial email and timely email updates to the school community, when it is of an appropriate magnitude as determined by the crisis response team. If available, Principal will suggest next-step programming for the community, such as a relevant AHRC or Diversity and Inclusion Group (DIG) program. Principal will communicate information to the community, including resources and contact information for the AHRC and school DIG.
- ☐ It is recognized that some details of these incidents cannot be revealed to the public due to regulations related to privacy and confidentiality. When incidents occur in schools an emphasis is placed on the development of the student related to age and on teaching the student the effect these actions have on others and the community.
- ☐ We encourage affected members of the community to remain in contact with the School personnel, AHRC, and school DIG.

Online Resource

Teaching Tolerance, “Responding to Hate and Bias at School”

[http://www.tolerance.org/sites/default/files/general/Responding%20to%20Hate%20at%20School%20ONLINE 3.pdf](http://www.tolerance.org/sites/default/files/general/Responding%20to%20Hate%20at%20School%20ONLINE%203.pdf)