Process for reporting incidents of Racism or Discrimination

Incident Occurs	Teacher Responsiblity	ARCO Responsibility	Consequence	Follow up/ Intervention
First Incident	1. Staff member to discuss w/ student - refer them to Reflection Room either instantly or next day. 2. Record on School Bytes under "Racism/ 3. Discrimination 4. Notify student's CT	Review incident on School Bytes and monitor	Reflection Room to discuss w/ Exec on duty	**Tier 1** CT discusses with class the impact of racism (age appropriate)
Second Incident		Review incidents Individual discussion with student and parent	Reflection Room Parent notified of incident	**Tier 2** ARCO+AP+student discussion Racism, No Way! lessons
Subsequent Incidents		As above plus inform upper executive of incidents	Reflection Room Parent meeting with DP Formal caution can be issued and future incidents result in suspension	**Tier 3** Targeted intervention to support student need over period of time. Elder visit