

Incidents of Bias Protocol - Upper School

This protocol will be used for incidents of bias that take place at Latin School of Chicago and/or involve members of the Latin School community. Incidents of bias can be both intentional and unintentional acts related to an individual's or group's identity. That identity includes, but is not limited to ability, age, ethnicity, gender, race, religion, sexual orientation, socioeconomic status, etc. The goal of this protocol is to be consistent in how we, as an institution, address these incidents.

Protocol

- After an incident occurs, students should fill out the [electronic incident report](#) available on RomanNet. When a student completes the form, a Latin email address is required. We also encourage the student to inform a trusted adult within the Latin community. This adult can be a dean, teacher, US Director, counselor, diversity coordinator, coach, etc. We encourage the student to inform their parent/guardian.
 - While we encourage students to fill out the report themselves, they may ask the trusted adult to complete the form to maintain anonymity.
 - The Incidents of Bias Team will work through the student's advocate to explain how the process and outcomes may take different forms if the student does or does not request to preserve anonymity.
- The US Incidents of Bias Team consists of : US Director, Assistant US Director, 9th and 10th Grade Dean, 11th and 12th Grade Dean, US Counselors, Director of Diversity, Equity and Inclusion, US Diversity Coordinators.
- Once the incident report has been completed, the individuals listed above will meet to discuss next steps on how to proceed.
- The grade level dean will reach out to the affected student and inform their family of the situation within 2 days.
- In the case of student to student interactions, the grade level dean will also reach out to the alleged initiator(s) and inform their family of the situation once all pertinent information is gathered. The student and family will then have the opportunity to reply.
- In the case of adult to student interactions the US Director and Director of Diversity, Equity and Inclusion will reach out to the faculty/staff member.
- All students involved in the incident will speak with their grade level counselor.
- Consequences of each incident may vary, but there will always be an accountability and learning/educational component.
- Once the above processes have been completed, the grade level deans will communicate out to involved students' advisors and any other adults deemed appropriate.
- All questions or concerns should be directed to any member of the Incidents of Bias Team to ensure confidentiality.
- While preserving confidentiality of those involved in particular interactions, to the best of our ability, members of the team will report patterns across the reported incidents to the community in order to set subsequent goals.