

## **Saranac Lake Central School District DEI Policy Violation Process**

### **1. Define DEI Policy Violation**

#### **DEI Policy Violations Include:**

- Acts of bullying, harassment, or exclusion based on race, color, weight, nationality, ethnicity, disability, sexual orientation, gender identity, religion, or sex.
- Cyberbullying and social exclusion in school-sponsored digital spaces.

### **2. Establish a Structured Infraction Process for Handling Infractions Against Federally Protected Classes**

Provide immediate support to the affected student(s) and establish interim measures if necessary.

- Any observed or suspected infraction should be reported to a building administrator. Administrator will then collaborate with the appropriate building staff.
- Begin the DASA investigation if warranted.
- Notify parents or guardians of affected and responsible students about the infraction and the review process.
- Offer counseling and other support services to the impacted student(s), prioritizing their needs.
- Depending on the severity, implement temporary adjustments such as supervised breaks or schedule changes to maintain a safe learning environment.
- During this time, the offending student may have limited privileges (e.g., restricted participation in certain activities) until the review is completed.

### **3. Implement a Consequence System**

Impose meaningful consequences designed to educate, repair harm, and prevent recurrence.

- Determine Consequences and Interventions: Select consequences that support growth, accountability, and repair harm, which can include:
  - The building administrator will determine disciplinary consequences following the Code of Conduct.
  - Restorative conversations or mediated sessions with impacted parties.
  - Reflective assignments or projects related to DEI topics.
  - Ongoing student check-ins as warranted.

### **4. Provide Support for Bystanders and Witnesses**

Support student bystanders who witness classmates being targeted via DEI infractions to process their experiences, take appropriate action, and contribute to a supportive school environment.

- Determine Appropriate Interventions:
  - Provide a safe space for student bystanders to share their experiences and emotions after witnessing a DEI infraction.
  - Offer immediate access to a trusted adult (e.g., school counselor, teacher, or administrator) for students to process the incident.
  - Use restorative practices/counselor mediation when appropriate, ensuring bystanders can express their perspectives in mediated conversations.
  - Ongoing student check-ins as warranted.
  - Recognize and validate bystander contributions.

## **5. Provide Ongoing Education and Support**

- Establish a culture of continuous DEI education and understanding.
- Prevent future infractions by addressing issues proactively by:
  - Teach students precise steps to take when witnessing harmful behavior: 5 Ds
    - Direct: Directly address the harasser, stating that their behavior is inappropriate.
    - Distract: Divert attention away from the situation by engaging the harasser or victim in a casual conversation.
    - Delegate: If feeling unsafe, ask someone else with more authority to intervene, like a school staff member.
    - Delay: If immediate intervention isn't safe, check on the victim later and offer support.
    - Document: If possible, gather details to report to a staff member.
  - Host workshops, classes, or advisories to keep DEI principles and expectations fresh in students' minds.
  - Regularly inform families about DEI topics and provide resources to support learning at home.

## **6. Monitor and Evaluate the Process**

- Regularly assess the effectiveness and fairness of the DEI disciplinary process by tracking infraction patterns and outcomes to identify areas for improvement.

## **7. Confidentiality**

- The District will maintain confidentiality within legal parameters regarding students involved in DEI infractions as offenders, victims, and bystanders to protect student privacy.