

# What to do if a student experiences racial harassment\* or discrimination at school

## EDUCATORS

## HARASSMENT IS NOT THE STUDENT'S FAULT

Every student has a protected right to feel safe at school.

School staff is responsible for securing the student's rights and well-being and for reporting and acting on any commonly known or witnessed incidents.

Safety first and  
write it down

1

### Make sure the student is feeling safe.

Ask the student to explain what happened and write it down. Make a copy for yourself, the administration, and student/parent/caregiver.

Tell an  
administrator

2

### Speak to your administrator & follow up in writing

to document incidents of harassment and ask that your administration look into the incident and STOP the harassment.

Contact the student's  
parent/caregiver

3

### Inform the student's parent/caregiver of the incident.

Let them know you took a written report of the student's account and invite them to contact you to discuss.

## DESIGNATED TITLE VI OFFICER

## REMEDY THE SITUATION

- 1 **DOCUMENT** After making sure the student is safe, create a written report and make copies.
- 2 **INVESTIGATE** Immediate, appropriate action. Prompt, thorough, and impartial investigation.
- 3 **REMEDY** Remedy through disciplinary measures required by your district policy (like suspension, expulsion, counseling, behavior contract, or restorative justice). Follow up with strategies to eliminate the hostile environment that led to the harassment.

### \*What is harassment?

It's when someone or some people keep saying or doing something to a student even if the student don't want them to and have tried to stop it. It's illegal under federal law. Students at any age level have the right not to be harassed.

### Title VI states that:

"No person in the United States shall, on the ground of **race, color, or national origin, or faith** be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."



For more information  
visit our website or email us

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