

ANTI-RACISM AND NON-DISCRIMINATION RESPONSE PLAN FOR ADMINISTRATORS

When an act of racism, discrimination or hate occurs the following actions should guide the response of Principals and Vice Principals.

1. **STOP AND INTERRUPT.** Wherever possible, intervene immediately to stop the discriminatory act, and acknowledge immediately what was said or done was inappropriate.
2. **IF POSSIBLE, NAME THE DISCRIMINATORY ACT.** “That comment is racist, or that comment is homophobic”. Choose your words carefully, focusing on the act (e.g. That comment is racist, as opposed to you are racist). If you are unclear about if the act is discriminatory, consult with your Director of Instruction. Remember that it is important that we address the action.
3. **SUPPORT THE IMPACTED INDIVIDUAL(S)** Secure their safety and talk with the individual about how you can support their well-being. Contact the parent/guardian of the impacted individual(s) as soon as practical/possible.

If the incident impacted many people, the supports should be scaled correspondingly. Additional supports could include: the school Critical Incident Response Team (CIRT), social and/or community resources and/or guidance counsellors for the victim, or other relevant counseling services. All staff are responsible for supporting any individual that has been impacted by or witnessed an incident of discrimination.

4. **ALLEGED OFFENDER** Remove the alleged offender(s) from the area and separate the parties, if necessary and as appropriate. Contact the parent/guardian of the alleged offender(s) as soon as practical/possible.
5. **REPORT THE INCIDENT TO THE DIRECTOR OF INSTRUCTION**
Consult your Director of Instruction immediately and prior to making any disciplinary decision and issuing any broad communication to the school community. If you cannot reach your DOI, contact the School Services Education Coordinator or District Vice Principals to reach a DOI (must be same day of incident). Through consultation with your DOI a comprehensive response plan inclusive of disciplinary action and/or restorative measures will be determined in alignment with AP 350 *District Student Code of Conduct* and AP 165D *Violent Threat Risk Assessment*, as appropriate. When a referral is made to complete a Violent Threat Risk Assessment (VTRA) the VTRA *Fair Notice* must be provided to the parent/guardian prior to the VTRA taking place. Here is the link to the VSB [Fair Notice Statement for VTRA](#).
6. **DOCUMENT WHAT OCCURRED.** Record names of witnesses and preserve any other pertinent evidence and information (papers, pictures, etc.). The PVP will immediately conduct preliminary fact-finding, in accordance with relevant procedures. At minimum, this will require a conversation with the involved parties. The PVP will seek to resolve issues

early, wherever possible and as appropriate in the circumstances. PVPs may need to conduct a more thorough formal investigation after first consulting the DOI.

Keep all information private and confidential. Refrain from discussing reported incidents with anyone other than those who may need to know and keep all information discussed at meetings confidential.

7. SUPPORT YOUR SCHOOL COMMUNITY

Develop a communication plan in partnership with your admin team and your Director of Instruction.

Resource References:

TDSB Expected Practices for Understanding and Dealing with Discrimination, June 2019, AP 350
District Student Code of Conduct, AP 165B Violent Threat Risk Assessment (including Fair Notice)
and AP 171 Non-Discrimination

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