

# **Update on Bias-related Incident Tracking and Reporting**

**August 28, 2018**

# Presentation Goals

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- Review requirements per Board Policy
- Provide update on implementation of Bias-related Incident Tracking tool
- Outline proposed timeline for sharing data collected
- Summarize process for communicating individual incidents to community including factors considered when determining what level of communication is appropriate

# **Record-keeping requirements (BP 5145.3)**

## Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

# **Bias-related Incident Tracking Tool: Overview**

- Developed to compile accurate records of bias-related incidents across multiple platforms (student information system, site complaint files, site vandalism files, Human Resources records, district complaint files, etc.)
- Functions as double-entry following the proper documentation within established systems
- Does NOT replace internal reporting of incident to appropriate personnel (principal, department manager)
- Does NOT serve as the full formal record of an incident  
Example: Report using the tool can reference AERIES#
- Will allow for reporting of data by multiple variables across time and school site

# Information required to submit via tool

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- Name of person submitting form
- Name/E-mail/Phone of person reporting incident
- Site/department where incident occurred
- Date of incident
- Type of incident (bullying, harassment, etc.)
- Actual or perceived characteristic associated with alleged incident
- Nature of incident
- Role of individual subjected to bias-related action (student, staff, parent/guardian, other community member)
- Role of individual who committed bias-related action
- Investigation status
- Location(s) of incident documents

# View of Tool: Part 1

## Incident Information

Name of person reporting incident:

Email of person reporting incident:

Phone number of person reporting incident: (?)

Extension: (?)

Site/ Department incident occurred: \*

Date of incident:

(If multiple dates are involved, please indicate the most recent date and state additional dates in your description below)



Type of incident:

- ☐ Bullying (Cyber, verbal, physical)
- ☐ Harassment
- ☐ Exclusion from program(s)

- ☐ Vandalism/Property Damage
- ☐ Sexual Harassment
- ☐ Other

Brief description of incident:

(If logged in AERIES, please include incident ID number)

# View of Tool: Part 2

## Actual or perceived protected characteristics of alleged incident:

- ☐ Age
- ☐ Color
- ☐ Gender
- ☐ Gender Identity
- ☐ Mental or Physical Disability
- ☐ Nationality
- ☐ Religion
- ☐ Sexual Orientation

- ☐ Ancestry
- ☐ Ethnic Group Identification
- ☐ Gender Expression
- ☐ Lactating Student
- ☐ National Origin
- ☐ Race or Ethnicity
- ☐ Sex
- ☐ Association with a person or group with one or more of the actual or perceived categories listed above

☐ Other

## Nature of Incident:

### Individuals subjected to bias-related action(s):

(Select all the relevant categories of individuals involved)

- ☐ Student
- ☐ Teaching Staff
- ☐ Administrative Staff
- ☐ Parent/Guardian
- ☐ Other community member
- ☐ Property
- ☐ Other

### Individuals who committed bias-related action(s):

(Select all the relevant categories of individuals involved)

- ☐ Student
- ☐ Teaching Staff
- ☐ Administrative Staff
- ☐ Parent/Guardian
- ☐ Other community member
- ☐ Property
- ☐ Other

# Implementation Timeline

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- Spring 2018: Development of tool in Laserfiche System
- August 2018: Presentation of tool to Principals/Leaders
- August 2018: Launch of tool for use across sites/district
- December 2018: Report to the Board of Education
- June 2018: Report to the Board of Education

Proposed: Ongoing reports to the BOE each December and June.  
Reports to present occurrence of bias-related incidents by associated protected class characteristic(s) and by site.



# Communication Protocols

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- District Office staff works with school administrator and, if necessary, law enforcement to prepare preliminary communication.
- Communications are sent to (in sequence and as needed):
  - Board of Education
  - Union leaders
  - Staff
  - Parent leaders
  - ASB
  - Local media
  - AUSD community (including faith leaders as deemed necessary)

# Communication Protocols

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Factors considered in deciding extent of distribution:

- Number of people exposed to incident
- Outside interest
- Hate crime status
- Severity of threat
- Wishes of target

*Laws regarding student and employee privacy will  
be followed at all times*

# Building Capacity (2018-19)

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Provide communications training for:

- Administrative staff
- Front office support staff
- Parent leaders (PTAC)

Provide more explicit information on communication protocols to:

- AUSD community
- Broader community

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# Questions?