

Dear Family Member,

As a school district we stand in unity against any form of racism, discrimination, or hurtful treatment of individuals based on race, religion, sexual orientation, ethnicity, gender, gender identity, national origin, ancestry, ability status, family structure, or any other protected class.

Diversity is a significant strength of our school community and we are committed to ensuring that every student feels respected and included in the social and academic aspects of their daily lives in school.

If you feel your child has been treated with disrespect, harmed, harassed, or otherwise denied an opportunity because of a bias-related situation or incident, please promptly communicate with your child's teacher, counselor, or administrator to report the situation.

We ask that you complete this [reporting form](#) as well, in order to document your concerns.

Submit this report to the school administrator or classroom teacher or counselor.

What can you expect in response?

1. **Prompt Reply** - Your child's teacher, counselor or administrator will call you within 24 hours of receiving this report or in the case of a weekend or vacation, you can expect a response on the next school day. You will have the opportunity to explain your concerns.
2. **Safety First** - The school will take immediate steps as needed to ensure your child's physical and/or emotional safety.
3. **Objectivity** - Your school administrator will conduct an investigation to gather more information from relevant individuals to better understand what happened. Administrators are trained to conduct fair and impartial investigations. The school administrator will also likely be in touch with Dr. Laurie Singer, Director of Special Services, to ensure that someone in the central office is aware of the issue. Should the nature of the issue demand that external law enforcement, the proper authorities would be contacted.

4. **Communication** - Your school administrator will remain in contact with you to provide updates on the progress of the investigation and to ensure that your child is receiving support as needed. We aim to conclude an investigation as quickly as possible, within days, however depending on the nature of the situation, it may take longer.
5. **Intent vs Impact** - Although there are times, especially with young children, when a student says or does something without intent to hurt or harm, we nevertheless respond to the impact of those words or actions when determining an appropriate course of action, consequence, or corrective measure.
6. **Closure** - When the administrator has concluded the investigation and determined appropriate next steps / consequences / corrective or remedial measures, you will be contacted and made aware of any / all actions that will impact your child. Legally, we are not allowed to disclose any information about consequences imposed on any other child(ren).
7. **Learning** - We are in the business of educating children. We regard these incidents as important learning moments and therefore will often assign re-teaching or restorative conversations as a follow up to a bias-related incident.
8. **Follow Through** - Your child's teacher, counselor, or school administrator will call you again in a couple of weeks or less, to be sure that no further incidents or retaliatory actions have occurred. If the investigation results in a finding of bullying or harassment, a safety plan will be put in place for all students.
9. **Prevention** - We document and take seriously any / all incidents of bias, discrimination, harrassment, or bullying behavior. It is our responsibility to use these situations as opportunities for reflection and growth. We will consider additional strategies for strengthening the school's climate and culture and providing professional development for the faculty and staff in order to uphold and maintain the standards of respect and caring we have established.
10. **Support** - We want to encourage and support you through this process. If at any point you feel you are not being heard or you are not comfortable with the process or outcome, please reach out to Dr. Laurie Singer (singerl@fpsct.org) Director of Special Services, as she is your next point of contact in matters related to student discipline. If your concerns are related to an educator or paraprofessional, please contact Kim Wynne (wynnek@fpsct.org) Assistant Superintendent for Curriculum and Instruction.

Frequently Asked Questions

What is an incident of bias?

A bias incident is conduct, speech, expression, or denial of opportunity that targets individuals or groups who are part of a protected class and has a harmful impact. Racism, discrimination, or hurtful treatment of individuals based on race, religion, sexual orientation, ethnicity, gender, gender identity, national origin, ancestry, ability status, family structure, or any other protected class can be described as bias-related.

Can a report of an incident be anonymous?

Reports of any concerning behavior may be made anonymously. To the extent possible, FPS will strive to honor requests for anonymity; however, this is not always possible. Anonymous reports are more difficult to investigate and respond to, so whenever possible, we encourage concerned community members to speak directly to a staff member with their concerns, knowing that we are always sensitive to the need for confidentiality of victims and reporters in any investigation.

Who can support me in making this report?

You are welcome to have another family member, neighbor, or friend with you when making a report. If you need translation services, the district will provide them for you.

How do administrators create safety plans for students experiencing harm?

We seek consultation from specialists and experts within the district such as social workers, English language learner coordinators, our equity and inclusion coordinator, special education teachers, school psychologists, family school liaisons, and anyone else who may lend an important perspective that is most supportive of the students involved.

Why can't the administrators tell me what the consequences are for other students?

We are required by law to maintain confidentiality and can not reveal personally identifiable student information to others.

Farmington Public Schools
REPORT OF SAFE SCHOOL CLIMATE CONCERN

Name of person making complaint:	
Date submitted:	
To whom is the complaint being submitted?	
Who is the person suffering harm?	
What is your relationship to that person? (self, parent, guardian) Do you wish to remain anonymous?	
What is the nature of the complaint? What happened? Please note relevant dates, times, places and any attempts made to resolve the issue?	
Are there witnesses or others who might provide relevant information?	
Have there been previous incidents?	
In your opinion, what needs to be done to resolve this issue?	
Do you certify that everything you are reporting is true to the best of your knowledge?	
Signature	