

Protocol for Culturally Insensitive Language

(race, ethnicity, cultural group, language, gender, mental capacity, intellectual capacity)

Purpose: This protocol is meant to be used for instances that require a “teachable moment” about language and/or behavior that is marginalizing and/or exclusive.

Step 1	Gather More Information	<p>Take a mindful moment to reflect on your feelings, triggers, bias, and initial reactions about the situation. When is the best time to address this?</p> <p>Speak with all parties involved to gather more information.</p> <ul style="list-style-type: none"> ● What happened prior to the insult? ● Where have you heard this before? ● What do you think that word means?
Step 2	State Inappropriateness	<p>This is your opportunity to use this as a teachable moment. Remember the role that culture and experience play into one’s perception of the world.</p> <ul style="list-style-type: none"> ● Explain the severity of word(s) ● The result of using the words; friendship/relationship
Step 3	Structured conversation with both/all students	<p>Norms:</p> <ul style="list-style-type: none"> ● Stay engaged <ul style="list-style-type: none"> ○ Remain morally, emotionally, intellectually, and socially involved in the dialogue ● Experience discomfort <ul style="list-style-type: none"> ○ This will be uncomfortable. It’s through this discomfort that healing and change can begin. ● Speak the truth <ul style="list-style-type: none"> ○ Be open about your thoughts and feelings. ● Expect and accept non-closure <ul style="list-style-type: none"> ○ Don’t rush to quick solutions, the dialogue is required and may not be resolved through one conversation. <p>Sentence stems:</p> <ul style="list-style-type: none"> ● Teacher <ul style="list-style-type: none"> ○ When I hear _____, I think of _____. ○ I feel/felt _____ when you said that, and I want to understand you choose to use that word/phrase. ● Student <ul style="list-style-type: none"> ○ When you said _____, I felt _____. ○ In order to mend our relationship, I will _____.

<p>Step 4</p>	<p>Action Steps</p>	<p>Record the Incident Use the Conflict Recording Form to record the incident. This information is shared with the counseling department for oversight and follow-up.</p> <p>Plan for next steps Does this incident require a follow-up conversation? Is it necessary to have a whole group conversation? What resources do you need? What lessons can you teach? Teaching Tolerance (social justice lessons) Restorative Questions (form for students) Responsive Circle sample script Impromptu Restorative Dialogue</p> <p>Contact the Parents/Families Tips for Parent Phone Calls Suggestions for Positive Phone Calls</p>
<p>Step 5 Second offense</p>	<p>Consult with or refer to the administration</p>	<p>What should you do if this is a 2nd offense? Who do you pull into the conversation if you need more support?</p> <ul style="list-style-type: none"> ● Have the child speak with a trusted adult ● Have the child speak with someone in the counseling department ● Consult with administration ● Refer to administration