

CASE # _____ - _____ - _____
 Determination: ___ NO ___ YES

Montclair Public Schools
 Confidential HIB Investigation Form



Incident Motivated by a real or perceived characteristic/protected category

(check all that apply before continuing with an HIB Investigation)

- race color religion ancestry national origin
 gender sexual orientation gender identity and expression
 Disability: mental physical or sensory
 other distinguishing/perceived characteristic (specify below)

School:
ABS/Investigator:

Today's Date:	Date/Time of Incident:	D:	T:
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Principal Notified Parent	Date:
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Who reported the incident? Please include FULL NAME & relationship	<input type="checkbox"/> Self-Report (Alleged Victim) <input type="checkbox"/> Student/Witness: <input type="checkbox"/> Family/Caregiver: <input type="checkbox"/> Staff/School Personnel:
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	Name of Alleged Victim(s) *AV	M/F/ NB	Grade Team	SID	State ID	IEP y/n	Race
1							
2							
3							

All HIB information must be entered into Genesis at the start of investigation and updated when the investigation is completed.

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	Name of Alleged Offender(s) *AO	M/F/NB	Grade Team	SID	State ID	IEP *y/n	Race
1							
2							
3							

	Name of Witness(s)	M/F/NB	Grade Team	SID	State ID	IEP *y/n	Race
1							
2							
3							

EACH criteria in the definition of HIB (N.J.S.A. 18A:37-14) must be met in order for an incident to be determined as a violation.

Identify the real or perceived characteristic/protected category, as indicated above

Alleged Event (please check one):

___ SINGLE Incident ___ SERIES of Incidents (# previously documented) _____

Indicate the alleged offender's (AO) gesture/act below, where applicable:

___ **Physical:** (pushing, shoving, hitting, threats, vandalism, theft, etc.)

___ **Emotional:** (name calling, insults, teasing, harassing phone calls, texts, IM's, etc.)

___ **Social:** (gossiping, teasing about appearance, exclusion, public humiliation, etc.)

___ **Cyber:** (texting/messaging threats, defamatory Internet/web posts, derogatory emails, etc.)

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AND

Took place: (check all that apply)

___ On school property ___ At a school-sponsored activity or event off school property
___ On a school bus ___ Online/Social Media ___ Off school property

Identify the specific location here: _____

AND

Impact of alleged incident: (check all that apply)

___ A substantial disruption or interference with the orderly operation of the school

___ A substantial disruption or interference with the rights of other students

AND

ONE or more of the following (check all that apply):

___ a) reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or

___ b) places a student in reasonable fear of physical or emotional harm to his person or damage to his property; or

___ c) has the effect of insulting or demeaning any student or group of students; or

___ d) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Affirmative Action Officer notified: Y N Date _____

Police/SRO Notified: Y N Date _____

Essex County Prosecutor Office Notified: Y N Date _____

*** An SSDS report must be entered in Genesis. ***

DETERMINATION

❖ ___ The incident reported **DOES NOT MEET** the criteria to be identified as an act of HIB as defined in N.J.S.A. 18A:37-14.

❖ ___ The incident reported **DOES MEET** the criteria to be identified as an act of HIB as defined in N.J.S.A. 18A:37-14.

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Intimidatory or retaliatory acts are prohibited under Title VI which provides that no recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by section 601 of the Act or this part, or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under this part. 34 CFR 100.7(e). Please explain whether there was evidence of retaliation as defined by Title VI:

CONSEQUENCES AND REMEDIAL MEASURES

To be completed by the Principal and submitted to the Superintendent within two (2) days of completion of the investigation.

In accordance with the school district's Harassment, Intimidation, and Bullying Policy and our Code of Conduct, the following consequences, remedial measures and support services shall be implemented for the student(s) involved in this investigation:

Alleged Offender(s)	Consequences	Remedial Measures
1.		
2.		
3.		

Alleged Victim(s)	Support Measures
1.	
2.	
3.	

****FURTHER ACTION, as recommended by the Superintendent of Schools***

NONE YES (see below)

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***This HIB Report was completed by the Anti-Bullying Specialist and reviewed by:**

<u>Participant</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
ABS			
Principal			
SAC/Counselor			
*Case Manager			
ABC	Ms. Maggie E. Dock		
Superintendent	Dr. Jonathan Ponds		

Are student statements attached to the report? ___YES ___NO

HIB INVESTIGATION TIMELINE

DAY 1:

- Verbal notification is made to the Principal who pre-determines if the incident meets the criteria of HIB or a Code of Conduct investigation.
- The Principal completes a Form 338 into Genesis (with the pre-determination indicated), contacts parents, the Superintendent and the ABC that an incident was a Code of Conduct or referred for an HIB investigation.

DAY 2:

- The Principal informs the ABS of the HIB preliminary determination providing a copy of Form 338 and the ABS starts the investigation

DAY 3:

- The ABS completes the HIB Investigation and the Investigation Report within 10 days

DAY 13: (at the latest)

- The ABS reviews the report and determination with the Principal, who determines consequences, remedial measures, and/or support services for involved students

DAY 15: (at the latest)

- The ABS updates the HIB fields in Genesis and uploads all Forms, notifying the Superintendent and ABC of the investigation completion and determination

*The ABC Reviews the investigations with the Superintendent who may make further recommendations for the implementation of consequences/remediation or support

Next Board Meeting:

- The Board affirms or rejects the determination and may make further recommendations

5 DAYS after the Meeting: The ABC forwards the determination letters to the parents of alleged offender(s) and alleged victims(s)

Revised 9/22

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