

# Montclair Public Schools

## Code of Conduct/HIB Investigation Timeline



DAY 1\_\_\_\_

- Incident is initially reported to or observed by MPS staff (verbal/written)
- Verbal notification is made by the staff member to the Principal
- Principal pre-determines **IF the incident meets the criteria of HIB (MUST be motivated by a protected category/perceived characteristic)**, or if the event is a *Code of Conduct Incident*
- Principal informs parent(s)/caregiver(s) of the *Code of Conduct Incident* OR the **HIB Investigation** and the Timeline
- Principal completes FORM 338 and specifies if the incident is a *Code of Conduct Incident* or meets the criteria of an **HIB Investigation** and forwards Form 338 to the Superintendent and ABC
  - *CODE OF CONDUCT*: Principal completes the report
  - **HIB**: PROCEED AS INDICATED Below

DAY 2\_\_\_\_

\*within 1 day of receiving the verbal or written report (Form 338) from the concerned party

- The Principal informs ABS to initiate the HIB investigation

DAY 3\_\_\_\_

\*within 2 days of receiving a verbal report

- ABS begins the written HIB investigation Form

DAY 13\_\_\_\_

\*within 10 days of initial report

- ABS completes the investigation and determination (no later than 10 days of the initial report)
- ABS reviews the completed HIB investigation with the Principal, who recommends consequences/discipline/remediation and confirms the determination

DAY 15\_\_\_\_

\*within 12 days of the written report

- ABS notifies the Superintendent and ABC of the HIB Investigation completion and determination.

NEXT BOARD MEETING \_\_\_\_ \*following the HIB Investigation completion

- ABC reviews the completed HIB investigation with the Superintendent, who may make further recommendations for the implementation of consequences/discipline/remediation
- HIB Investigation report is reviewed with the Board who votes to affirm, reject, or modify the Superintendent's determination

Within 5 Days of the Board REVIEW \_\_\_\_

- ABC forwards the "Parent Notification Letter" to all involved (Alleged Offender -AO/Alleged Victim- AV) which includes the nature of the allegations; the determination; and any consequences/discipline/remediation implemented

APPEALS PROCESS:

- Within 10 Days of the Board Review, a parent/caregiver may submit an Appeal Request for a confidential hearing, to the Board Secretary
- At the NEXT Board Meeting following the request, the Board must issue a ruling to affirm, reject, or modify the Superintendent's previous determination.
- Within 90 Days of the Board's ruling, an Appeal Request may be forwarded to the Commissioner of Education
- Within 180 Days of the incident, a complaint may be filed with the NJ Division on Civil Rights IF the HIB was based upon a protected characteristic
- ECS Investigation: The Executive County Superintendent shall investigate any complaint of a violation when the complaint is not adequately addressed on the local level

Please contact Maggie E. Dock,  
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