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 adequate addressed on the local level

Please contact Maggie E. Dock,
Mental Health Coord/Anti-Bullying Coord with questions
mdock@montclair.k12.nj.us

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