CASE #________ - __________ - ______
Montclair Public Schools
Determination: ____NO   ____YES
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: __________

Principal Notified Parent 

Who reported the incident? Please include FULL NAME & relationship
___Self-Report (Alleged Victim)
___Student/Witness:
___Family/Caregiver:
___Staff/School Personnel:

<table>
<thead>
<tr>
<th>Name of Alleged Victim(s) *AV</th>
<th>M/F/ NB</th>
<th>Grade Team</th>
<th>SID</th>
<th>State ID</th>
<th>IEP y/n</th>
<th>Race</th>
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All HIB information must be entered into Genesis at the start of investigation and updated when the investigation is completed.
CASE #________-________-______                                       Montclair Public Schools
Determination:____NO  ____YES                      Confidential HIB Investigation Form

<table>
<thead>
<tr>
<th>Name of Alleged Offender(s) *AO</th>
<th>M/F/ NB</th>
<th>Grade Team</th>
<th>SID</th>
<th>State ID</th>
<th>IEP *y/n</th>
<th>Race</th>
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<tr>
<th>Name of Witness(s)</th>
<th>M/F/ NB</th>
<th>Grade Team</th>
<th>SID</th>
<th>State ID</th>
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*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.)

*All HIB information must be entered into Genesis at the start of investigation and updated when the investigation is completed.*
CASE #______-________-______                                       Montclair Public Schools
Determination:____NO   ____YES                      Confidential HIB Investigation Form

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.

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

<table>
<thead>
<tr>
<th>Alleged Offender(s)</th>
<th>Consequences</th>
<th>Remedial Measures</th>
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</table>

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<tr>
<th>Alleged Victim(s)</th>
<th>Support Measures</th>
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<tbody>
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*FURTHER ACTION, as recommended by the Superintendent of Schools*

____NONE____YES (see below)

______________________________________________________________________________

All HIB information must be entered into Genesis at the start of investigation and updated when the investigation is completed.
Determination: ____NO  ____YES
Confidential HIB Investigation Form

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

<table>
<thead>
<tr>
<th>Participant</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>ABS</td>
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<td>Principal</td>
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<tr>
<td>SAC/Counselor</td>
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<tr>
<td>*Case Manager</td>
<td>Ms. Maggie E. Dock</td>
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<tr>
<td>ABC</td>
<td>Ms. Maggie E. Dock</td>
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<tr>
<td>Superintendent</td>
<td>Dr. Jonathan Ponds</td>
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</table>

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

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