

## QUICK REFERENCE: Hate Bias Incident Reporting Procedures

Founded on the principles of Board of Education [Policy ACA](#), Nondiscrimination, Equity, and Cultural Proficiency, **Hate-Bias Incidents** are incidents involving discrimination based on personal characteristics that include race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations.

Discrimination in any form will not be tolerated. It impedes Montgomery County Public Schools' (MCPS) ability to discharge its responsibilities to all students and staff, and achieve our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all.

The Board recognizes that equity goes beyond meeting the letter of the law. Equity also requires proactive steps to identify and redress implicit biases and structural and institutional barriers that too often have resulted in identifiable groups of students and staff being unjustifiably or disproportionately excluded from or underrepresented in key educational program areas and sectors of the workforce, as well as over-identified in student discipline actions.

MCPS will be proactive in our approach, as well as investigate and respond to incidents of hate bias, whether or not they rise to the level of criminal activity as identified by the Montgomery County Police Department.

1. **INCIDENT / COMPLAINT:** Student, staff member, parent/guardian, or bystander makes verbal or written report to any staff member/administrator. [\[Incident Flow Chart Available Online HERE\]](#)
2. **COMPLETE MCPS FORM 226-5, Hate Bias Incident Reporting Form and SUBMIT to Principal or Designee:** May be completed by a staff member, student, parent/guardian, or close relative. Staff members will assist the student/parent/guardian if they cannot complete the form. [\[MCPS Form 226-5 Available Online HERE\]](#)
3. **VERBAL REPORT TO POLICE:** All hate-bias incidents **must** be reported to the Emergency Communications Center (MCPD Police) 240-683-1600 per MCPD MOU. **If imminent danger to a child, call 911.**
4. **BEHAVIORAL THREAT ASSESSMENT:** Principal will triage the situation and work with members of the **Behavioral Threat Assessment Team (BTAT)** to determine the degree (scope and scale) of risk, threat, or targeted violence posed by an individual or group based on the incident.
5. **PRINCIPAL WILL CONTACT OSSWB: REPORT THE INCIDENT WITHIN ONE HOUR OF INCIDENT** being reported. OSSWB will create an incident report in Synergy **and** notify **Student Welfare and Compliance**, mobilizing a central support team, if appropriate.
6. **INVESTIGATION BY PRINCIPAL/DESIGNEE:** Within two days of completion of MCPS Form 226-5, the Principal (or designee) must investigate. If police are involved, once the evidence-gathering portion of their investigation is complete, promptly finalize the school investigation.
7. **CONSIDER INTERIM MEASURES (SAFETY PLAN) TO ENSURE STUDENT SAFETY WHILE THE INVESTIGATION IS PENDING, SUCH AS:**
  - a. Implementing a safety plan [HERE](#), for individual students if the hate-bias incident targeted a specific individual or group.
  - b. Rearranging schedules or placing restrictions on contact.
  - c. Providing individual counseling services and community resources, medical services, tutoring.
  - d. Removing negative grades or evaluations that resulted from the harassment from the student's record, or allowing a student to retake a test or class.

8. **PARENT/GUARDIAN CONTACT:** After consulting with *central support team*, the school principal and/or designee will determine next steps for outreach and potential notification and report the any findings. The level of threat and risk of the incident will determine the need/type of communication.
- a. If victim/perpetrator (individual) is identified, school principal and/or designee will contact the parents/guardians involved within 24 hours of completing the investigation.
  - b. PTA President will be contacted prior to communications with the community.
  - c. **Community Protocols** followed with central office support and distributed.
    - i. **Transparency**—Be clear, Be Specific, Protect Student Privacy.
    - ii. **Timely**—Within 24 hours providing verified information, preferably same day
    - iii. **Identification**—Name the category offense (example: Safety, Weapons, Fighting, Race, Religion, LGBTQ+, etc)
    - iv. **District Stance**—Language demonstrating the district-wide expectations and values. Link to systemwide resources
    - v. **Context & Response**—Share recent work the school community has been engaged to build a positive school culture and actions planned as a response.
    - vi. **Connection**—Provide a contact at school for parents who may have questions.
    - vii. **Linked Resources**—Provide Parents/Guardians with suggested resources.
  - d. Parent/Guardian re-entry meeting conducted with school administration.
  - e. Contact with special interest groups will be considered (central support team).
9. **RECORD KEEPING: PRINCIPAL/DESIGNEE** will update the incident in Synergy.
- a. Upload MCPS Form 226-5
  - b. Enter all information including investigative findings and disciplinary actions.
10. **HATE-BIAS RESPONSIVE, RESTORATIVE, & PREVENTATIVE ACTIONS:**
- Incident-specific examples:**
- a. **Equity Unit** will assist school leadership in determining next steps with staff and student professional development and training (see *School Hate-Bias Plan*).
  - b. **Office of Student and Family Support and Engagement (OSFSE)** will assess situation to determine supports needed and the timeline for such supports. (PPW, Counseling, School Psychologists, Restorative Justice).
  - c. **MCPS Student Code of Conduct** will assist school administration in determining student discipline measures.
  - d. Special interest and external support groups should be considered to assist in the planning of school/community education, response, reflection where appropriate.

**REFERENCES:** [MCPS Regulation JHF-RA, Bullying, Harassment, or Intimidation](#)  
[Board Policy ACA, Nondiscrimination Equity, and Cultural Proficiency](#)  
[MCPS Regulation JFA-RA, Student Rights and Responsibilities](#)