

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.
2. **COMPLETE MCPS FORM 230-35, *Bullying, Harassment, or Intimidation Reporting Form* and SUBMIT to Principal/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. [[Available Online HERE](#)]
3. **VERBAL REPORT:** All hate-bias incidents of crime must be reported to the Montgomery County Police Department (MCPD) **Emergency Communications Center (ECC) 240-683-1600**. 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 the Office of Student Support and Well-Being (OSSWB): NOTIFY OSSWB, 240-740-3100, WITHIN ONE HOUR OF INCIDENT** being reported. OSSWB will create an incident report in Synergy and notify **Student Welfare and Compliance (SWC)**, mobilizing a **Central Support Team**, if appropriate.
6. **INVESTIGATION BY PRINCIPAL/DESIGNEE**
 - a. Within two days of completion of MCPS Form 230-35, 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.
 - b. [MCPS FORM 230-36, *Bullying, Harassment or Intimidation Incident School Investigation Form*](#) will be used to investigate all hate-bias incident reports.
 - c. Update the incident status in Synergy within 24-48 hours of reporting the incident to SSWB and include the participants' names, a brief incident description, and resolution, if applicable.

- 7. **CONSIDER INTERIM MEASURES (SAFETY PLAN) TO ENSURE STUDENT SAFETY WHILE THE INVESTIGATION IS PENDING, SUCH AS:**
 - a. Implementing a [Safety Plan](#) 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 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, the 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. Contact with special interest groups will be considered (Central Support Team)

- 9. **RECORD KEEPING: Student Welfare and Compliance will record and monitor incident of Hate-Bias and work with SSWB to determine trends, levels of needed support, etc.**

- 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. **Student and Family Support and Engagement (SFSE)** 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, and 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](#)