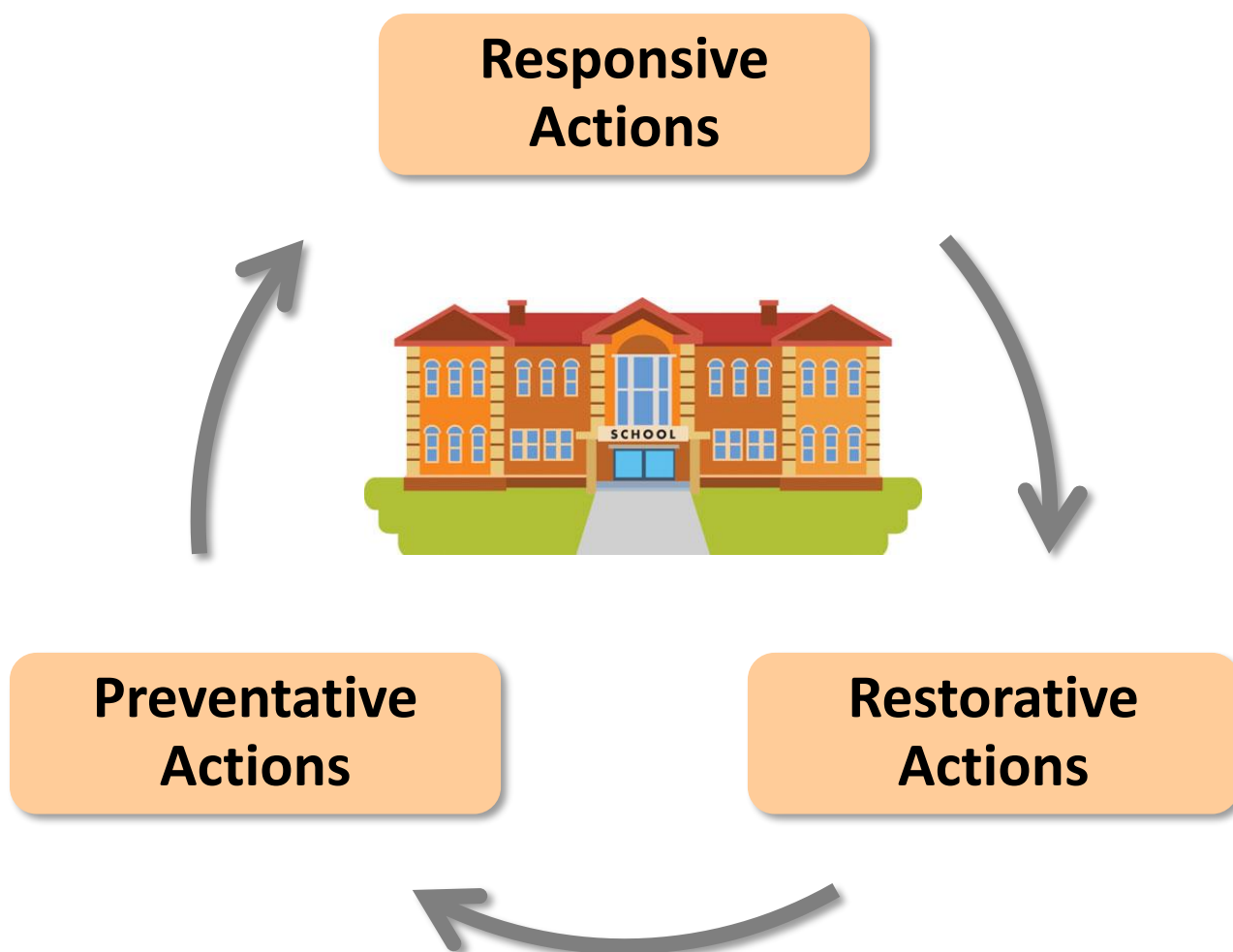


Creating and Maintaining Safe Spaces in Schools: A Collaborative Model



Addressing Hate-Bias Incidents in Schools

FY23 Hate-Bias Incidents Responding Procedures

Responsive Actions

*Office of School Support and Well-Being
Student Welfare & Compliance Unit*

When an incident occurs, the following steps should be taken:

1. Complete [MCPS Form 226-5](#)
2. Report to Emergency Communications Center (MCPD) 240-683-1600
3. Report ALL incidents to Office of Student Support and Well-Being (OSSWB) 240-740-3100 to generate a Serious Incident # and to broadcast internally (MCPS)
4. School administration conducts investigation (if/when MCPD is not taking the case)
5. Victim(s) receive [Supportive Measures](#) and a [Safety Plan](#) (including parent notification)
6. [Behavioral Threat Assessment](#) Team (BTAT) assembled to assess risk (when applicable)
7. Community Letter is developed with central office support for distribution (same day if possible)
8. Disciplinary Action take in alignment with the [Student Code of Conduct](#).
9. Parent/Guardian re-entry meeting conducted with school administration.
10. Responsive/Healing Process begins (consider external partners, Equity Unit, Student Engagement Behavioral Health)
11. Record Keeping: Upload the 226-5 in Synergy under the Incident # (connected to the student offender)

Restorative Actions

Office of Student & Family Support & Engagement

After Incident Meeting (Admin, Security, Core/Leadership Team, Director) the following strategies may be employed:

1. Study Circles
2. Restorative Justice
3. Support from community partners (refer to **Hate-Bias Resource Addendum**)
4. Student and staff member education (**Project INTERRUPT** - MSDE Hate-Bias Grant)
5. Elementary Diversity and Inclusion dialogues
6. Community engagement
7. Mental health support

Preventative Actions

Equity Initiatives Unit

At the beginning of each school year and continuously through the school improvement process:

1. Engage staff members and students to create a **Heat Map** of spaces within the school and surrounding areas where hate bias incidents occur
2. Solicit staff member and student responses to the **School Climate Questionnaire**; analyze and present results to focus groups or students and staff members; discuss and respond to suggestions
3. Create a **School Hate-Bias Plan**
4. Identify ongoing activities to bring diverse students together

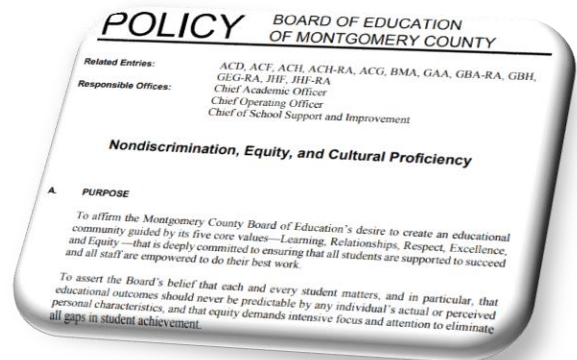
FY23 Hate-Bias Incidents Responding Procedures

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.

FY23 Hate-Bias Incidents Responding Procedures

7. **CONSIDER INTERIM MEASURES (SAFETY PLAN) TO ENSURE STUDENT SAFETY WHILE THE INVESTIGATION IS PENDING, SUCH AS:**
- Implementing a safety plan [HERE](#), for individual students if the hate-bias incident targeted a specific individual or group.
 - Rearranging schedules or placing restrictions on contact.
 - Providing individual counseling services and community resources, medical services, tutoring.
 - 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.
- If victim/perpetrator (individual) is identified, school principal and/or designee will contact the parents/guardians involved within 24 hours of completing the investigation.
 - PTA President will be contacted prior to communications with the community.
 - Community Protocols** followed with central office support and distributed.
 - Transparency**—Be clear, Be Specific, Protect Student Privacy.
 - Timely**—Within 24 hours providing verified information, preferably same day
 - Identification**—Name the category offense (example: Safety, Weapons, Fighting, Race, Religion, LGBTQ+, etc)
 - District Stance**—Language demonstrating the district-wide expectations and values. Link to systemwide resources
 - Context & Response**—Share recent work the school community has been engaged to build a positive school culture and actions planned as a response.
 - Connection**—Provide a contact at school for parents who may have questions.
 - Linked Resources**—Provide Parents/Guardians with suggested resources.
 - Parent/Guardian re-entry meeting conducted with school administration.
 - Contact with special interest groups will be considered (central support team).
9. **RECORD KEEPING: PRINCIPAL/DESIGNEE** will update the incident in Synergy.
- Upload MCPS Form 226-5
 - Enter all information including investigative findings and disciplinary actions.
10. **HATE-BIAS RESPONSIVE, RESTORATIVE, & PREVENTATIVE ACTIONS:**
- Incident-specific examples:**
- Equity Unit** will assist school leadership in determining next steps with staff and student professional development and training (see *School Hate-Bias Plan*).
 - 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).
 - MCPS Student Code of Conduct** will assist school administration in determining student discipline measures.
 - Special interest and external support groups should be considered to assist in the planning of school/community education, response, reflection where appropriate.

FY23 Hate-Bias Incidents Responding Procedures

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](#)

Hate-Bias Resource Addendum

Resource	Description
Change the Discourse	Tools and resources to create a safe environment for productive dialogue on challenging issues in the classroom and office.
Student/Staff Facilitator Training: Help Create an Inclusive School Community	<p>Different views around race, culture, immigration, sexual orientation, gender identity, and politics are affecting relationships, safety, and a sense of community in some MCPS high schools. To help address these challenges, the Equity Unit Study Circles Program is holding a facilitator training for high school students and staff.</p> <p>Participants will learn how to create a safe environment for students and staff to engage in honest and productive dialogue.</p> <ul style="list-style-type: none"> • Trainees will develop the skills to: • Create an environment where everyone feels safe to share their perspective • Stay neutral in difficult and uncomfortable conversations • Identify the structures required for productive dialogue <p>Facilitator Resource Guide</p>
Helping Elementary School Children Talk about Stereotypes and Discrimination	<p>4 one-hour sessions for 4th and 5th grade students</p> <p>Can be facilitated by classroom teachers</p>
How to Design and Facilitator Community Conversations about Bias and other challenging issues	<p>A training to help teachers develop the skills to design and facilitate community circles. This training is designed to be used during staff or planning meetings.</p> <p>Focused on:</p> <ul style="list-style-type: none"> • A structure for safe and productive conversations • Process that connects to the goal of the session • Skill Building for Students • Facilitation Skills
Online Facilitator Modules	<p>These short online modules are used to supplement training. They could be adapted to provide teachers support for facilitating in the classroom.</p> <p>Session 1</p> <p>Session 2</p>
Special Interest Groups and Organizations (list not exhaustive)	<p><i>Communities United Against Hate (CUAH)</i> www.cuahmcmd.org</p> <p><i>Jewish Community Relations Council (JCRC)</i>, 301-770-0881</p> <p><i>Anti-Defamation League (ADL)</i>, 202-452-8310</p> <p><i>ADL Resource and Tools:</i> https://www.adl.org/education-and-resources/resource-knowledge-base</p> <p><i>National Association for the Advancement of Colored People (NAACP)</i>, 301-657-2062</p> <p><i>The Black & Brown Coalition</i>, www.mocoedequitynow@gmail.com</p> <p><i>Identity</i>, 301-963-5900</p> <p><i>Impact Silver Spring</i>, 301- 298-5117</p> <p><i>New Wave Muslim Initiative</i>, https://nwmi.org/</p>

FY23 Hate-Bias Incidents Responding Procedures

	<p>Muslim Community Center, https://mccmd.org/ Chinese American Parents Association https://www.capamc.org/</p>
<p>Additional Resources:</p>	<p>Recommended links for educators and parents: https://www.adl.org/ https://www.dcareaeducators4socialjustice.org/ https://www.ushmm.org/teach/teaching-materials/antisemitism-racism https://www.adl.org/education/resources/tools-and-strategies/resources-to-address-and-challenge-antisemitism https://www.adl.org/education/resources/tools-and-strategies/antisemitism-today https://pilibrary.org/beyond-books/pjblog/february-2017/how-to-talk-to-children-about-anti-semitism https://www.parentmap.com/article/how-parents-and-teachers-can-stop-rise-antisemitism https://www.thetrevorproject.org/ https://welcomingschools.org/ https://www.lambdalegal.org/ https://freestate-justice.org/ https://www.aclu.org/know-your-rights/students-rights/ https://www.glsen.org/</p> <p>Recommended links for parents: How to Talk to Children About Antisemitism (elle.com) https://www.niot.org/blog/how-10000-menorahs-helped-town-defeat-hate https://www.jssa.org/tips-talking-children-anti-semitism/ https://www.adl.org/education/resources/tools-and-strategies/table-talk/hate-symbols https://www.today.com/parents/how-talk-kids-about-anti-semitism-america-t115227</p>