



# Bullying, Harassment, or Intimidation Reporting Form

MCPS Form 230-35  
July 2018

Office of Student and Family Support and Engagement  
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

This form is to be confidentially maintained in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

See Montgomery County Board Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency, Board Policy JHF, Bullying, Harassment, or Intimidation, and MCPS Regulation JHF-RA, Bullying, Harassment, or Intimidation for additional information and definitions.

**DIRECTIONS: Complete this form if you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation. Return the completed form to the Principal at the alleged student victim's school. Contact the school for additional information or assistance at any time. Bullying, harassment, or intimidation are serious and will not be tolerated.**

In accordance with Maryland law, bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is:

- (1) Either (a) motivated by an actual or perceived personal characteristic including 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, or language, or other legally or constitutionally protected attributes or affiliations; (b) sexual in nature; or (c) threatening or seriously intimidating; and
- (2) Either (a) occurs on school property, at a school-sponsored activity or event, or on a school bus; or (b) substantially disrupts the orderly operation of a school.

Cyberbullying is a form of bullying, harassment, and intimidation. "Cyberbullying" means a communication transmitted by means of an electronic device and includes the use of social media sites. Cyberbullying shall include any future applications that fall under "electronic communication." "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or tablet.

(PLEASE PRINT ALL INFORMATION)

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ School System Montgomery County Public Schools

**Person Reporting Incident:** Name \_\_\_\_\_

Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Check an appropriate box:

- Student    Parent/guardian of a student    Close adult relative of a student    School staff    Bystander

1. Name of alleged student victim \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

Name of alleged student victim \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

Name of alleged student victim \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

2. Name(s) of alleged witness(s) (If known) (Please print)	Age	School (if known)

3. Name(s) of alleged offender(s) (If known) (Please print)	Age	School (if known)	Is alleged offender a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. On what date(s) did the incident happen?   \_\_\_\_/\_\_\_\_/\_\_\_\_   \_\_\_\_/\_\_\_\_/\_\_\_\_   \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo./Day/Year   Mo./Day/Year   Mo./Day/Year

5. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Via internet—sent off school property     Via internet—sent on school property

6. Check the statement(s) that best describes what happened (choose all that apply).

- |  |   |
|--|---|
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression (specify) _____ | <input type="checkbox"/> Related to the student's perceived sexual orientation  |
| <input type="checkbox"/> Getting another person to hit or harm the student   | <input type="checkbox"/> Cyber bullying (e.g., social media including Facebook, Twitter, Vine, Snapchat, Periscope, Kik, Instagram, etc.) |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening, in person or by other means | <input type="checkbox"/> Electronic communications (e.g., e-mail, text, sexting, etc.)  |
| <input type="checkbox"/> Demeaning and making the victim of jokes  | <input type="checkbox"/> Gang related   |
| <input type="checkbox"/> Making rude and/or threatening gestures   | <input type="checkbox"/> Gang recruitment   |
| <input type="checkbox"/> Excluding or rejecting the student  | <input type="checkbox"/> Human trafficking/Prostitution recruitment   |
| <input type="checkbox"/> Intimidating, extorting, or exploiting  | <input type="checkbox"/> Racial Harassment  |
| <input type="checkbox"/> Spreading harmful rumors or gossip  | <input type="checkbox"/> Sexual Harassment  |
| <input type="checkbox"/> Related to the student's disability   | <input type="checkbox"/> Sexual in nature   |
|  | <input type="checkbox"/> Other (specify) _____  |

7. Why did the harassment, intimidation or bullying occur? (alleged motives)

If you think the alleged motive of the bullying, harassment, or intimidation was motivated by actual or perceived personal characteristics including 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, or language, or other legally or constitutionally protected attributes or affiliations, please provide detailed information below.

8. Describe the incident(s), including what the alleged offender(s) said or did. (Attach a separate sheet if necessary)

9. Did a physical injury result from this incident?

- No     Yes, but it did not require medical attention     Yes, and it required medical attention

If there was a physical injury, do you think there will be permanent effects?     No     Yes

10. Was the student victim absent from school as a result of the incident?     No     Yes

If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

11. Did a psychological injury result from this incident?

- No     Yes, but psychological services have not been sought     Yes, and psychological services have been sought

12. Is there any additional information you would like to provide? (Attach a separate sheet if necessary)

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
*Signature* *Date*