

QUICK REFERENCE: Student Bullying, Harassment, and Intimidation Reporting Procedures
MAKE AN ONLINE REPORT [HERE](#)

**Incidents involving Sexual Misconduct/Sexual Harassment processes are outlined on a separate Quick Reference*

If a staff member OBSERVES and/or is NOTIFIED that an incident of bullying, harassment, or intimidation is in process, the staff member responds quickly to intervene.

- 1. COMPLAINT:** Student, staff member, parent/guardian, or bystander makes a verbal or written report to any staff member.
- 2. COLLECT details aligned with MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*:** Staff members will assist the student/parent/guardian if they cannot or do not complete the form. Incident details will be entered into Synergy.

MCPS Form 230-35 Online Submission	MCPS Form 230-35 Paper Copy Submission
MCPS Form 230-35 ONLINE is available HERE Completed by staff, student, parent/guardian.	MCPS Form 230-35 Paper Copy is available HERE Completed by student, parent/guardian.
If a school is listed for either the alleged victim or alleged bully, a PDF copy of the form will be sent automatically to the principal/designee and either the secondary resource counselor or elementary counselor. In addition, a copy of the report will be sent automatically to Student Welfare and compliance, as well as Student and Family Support and Engagement (SFSE) to support students and schools, as needed.	Submit the completed form to the principal/designee. All Details of the allegation will be entered into Synergy.
Upon receipt of the electronic/paper copy of MCPS Form 230-35, principal/designee must comply with MCPS Regulation JHF-RA, Student Bullying, Harassment, or Intimidation	

- 3. INCIDENTS REQUIRING ADDITIONAL NOTIFICATION(S):**
 - a. Some acts of bullying, harassment, or intimidation also could be considered serious incidents as defined by MCPS [Policy COB-RA, Reporting a Serious Incident](#). In these cases, the procedures outlined in MCPS Regulation COB-RA must be followed by the principal/designee and the **Office of School Support and Well-Being (OSSWB) 240-740-3100** must be notified. OSSWB will create an incident report in **Synergy**.
 - b. Serious incidents may also require calling the **Montgomery County Police Department (MCPD) at 911** or **Emergency Communications Center (ECC) 240-683-1600**.
- 4. INVESTIGATION BY THE PRINCIPAL/DESIGNEE:**
 - a. Upon completion of MCPS Form 230-35 (or collected details), the Principal (or designee) must complete the investigation. (If police are involved, confirm that school’s information gathering will not interfere with police investigation.)
 - b. **MCPS Form 230-36 Paper Copy is available [HERE](#)**. Details from this form can be used as a reference to gather details to investigate all student incident reports.
 - c. **Update the incident status in Synergy within 24** (Founded/Unfounded) of reporting the incident and include the participants and a brief incident description.

- 5. INTERIM MEASURES TO ENSURE STUDENT SAFETY WHILE INVESTIGATION IS PENDING, SUCH AS:**
- a. [Supportive Measures/Safety Plan](#): Rearranging schedules or placing restrictions of contact.
 - b. Providing individual counseling services and community resources, medical services, or tutoring.
 - c. 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.

- 6. PARENT/GUARDIAN NOTIFICATION:** The school principal and/or designee will contact the parents/guardians of all students involved in the incident of harassment within 24 hours of completing the investigation and report the investigation findings and summary of the outcome.

- 7. PREVENTING BULLYING, HARASSMENT, INTIMIDATION, AND RETALIATION:**
Incident-specific examples:

- Taking appropriate disciplinary action per the MCPS Student Code of Conduct
- Providing, if necessary, services (community resources) to the victim to address the effects of the bullying, harassment, or intimidation
- Preventing retaliation
- Considering whether students should be separated
- Ensuring victims and their families know how to report subsequent problems with bullying, harassment, or intimidation
- Conducting follow-up inquiries to confirm that there have not been any new instances of bullying, harassment, intimidation, or retaliation

School-wide examples:

- Providing training or other interventions for the larger school community
- Distributing anti-harassment/anti-bullying materials to students and parents

- 8. RECORD KEEPING:**
- a. **All Details from the incident must be recorded into Synergy regardless of available forms.**
 - a. Status updates:
 - i. Reported
 - ii. Investigated
 - iii. Determined: Founded/Unfounded
 - iv. Closed
 - b. In **Synergy** (Discipline Module), name(s) of **each of** the alleged victims and information about the alleged offender should be updated in the "Add Offender" and "Offender Detail" tabs.

REFERENCES:

- [MCPS Regulation JHF-RA , *Bullying, Harassment, or Intimidation*](#)
- [Board Policy JHF, *Bullying, Harassment, or Intimidation*](#)
- [MCRegulation PS COB-RA, *Reporting a Serious Incident*](#)

Need Help? Contact *Student Welfare and Compliance* at **240-740-3215** or
Visit our website at <https://www.montgomeryschoolsmd.org/compliance/>