

MONTGOMERY COUNTY PUBLIC SCHOOLS

Bullying, Harassment, or Intimidation Investigation Form

Office of District Operations—Student Welfare and Compliance
 MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

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

INSTRUCTIONS

Upon receipt of MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, the school principal/designee must promptly conduct an adequate, reliable, and impartial investigation. The investigation must be documented by completing this form. Principal/Designee must use this form, MCPS Form 230-36, *Bullying, Harassment, or Intimidation Investigation Form*, to promptly and appropriately investigate reports of bullying, harassment, or intimidation consistent with due process rights, within two school days after receipt of a reporting form or as timely as possible for school administration or administrative designee.

School Administrator/Designee Completing Form _____ Position _____

Today's date ____/____/____ School _____ School System **MONTGOMERY COUNTY PUBLIC SCHOOLS**

PERSON REPORTING INCIDENT (Please print all information)

Name _____

Telephone _____ - _____ - _____ Email _____

Check the appropriate box:

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

1. COMPLAINANT(S): PERSON(S) ALLEGED TO BE THE VICTIM

Name	Age	School (if known)	IEP (Y/N)	Days absent as a result of the incident (if known)

2. ALLEGED WITNESS(ES) (if known)

Name	Age (if known)

3. RESPONDENT(S): PERSON(S) ALLEGED TO BE THE OFFENDER (if known)

Name	School (if known)	Age (if known)	Student: (Y/N)	IEP (Y/N)	Days absent as a result of the incident (if known)

4. INVESTIGATIVE ACTIONS

a. Interviews Conducted (check all that apply):

- Person Reporting Alleged Incident Complainant Respondent Alleged Witnesses
 School Nurse Law Enforcement Alleged Targeted Student's Parent/Caregiver Alleged Offender's Parent/Caregiver
 School Staff Previously Investigated and Documented Date ____/____/____
 Other (specify) _____

b. Relevant Documentation/Evidence Collected/Reviewed (check all that apply):

- Witness Statements Law Enforcement Documentation Medical Records Social Media Sites
 Video Evidence Conducted Student Record Review Other (specify) _____

DISTRIBUTION: 1) School inputs information from this form to the incident reporting system in Synergy, 2) Paper copies of this form kept in School Confidential File, 3) Serious Incident reporting may be required and Student Welfare and Compliance contacted.

5. WHERE WAS THE INCIDENT REPORTED TO HAVE HAPPENED? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> On school property | <input type="checkbox"/> On the way to/from school |
| <input type="checkbox"/> School Cafeteria | <input type="checkbox"/> On a school bus |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Off school property or at a school-sponsored activity or event |
| <input type="checkbox"/> Media Center | <input type="checkbox"/> Personal mobile device on school property |
| <input type="checkbox"/> Office Area | <input type="checkbox"/> Personal mobile device off school property |
| <input type="checkbox"/> Hallway/Stairs/Transitions | <input type="checkbox"/> Personal mobile device during virtual learning |
| <input type="checkbox"/> Playground Campus | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> School-sponsored after-school program | |
| <input type="checkbox"/> Restroom | |
| <input type="checkbox"/> Locker room/Gym | |

6. ALLEGED MOTIVE AS TO WHY THE HARASSMENT, INTIMIDATION, OR BULLYING OCCURRED (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Because of race/ethnicity | <input type="checkbox"/> Because of physical appearance |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> Because of sex | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Because of immigration status | <input type="checkbox"/> Gang-related/Gang recruitment |
| <input type="checkbox"/> Because of family/parental or marital status | <input type="checkbox"/> Human trafficking/Prostitution recruitment |
| <input type="checkbox"/> Because of socioeconomic status | <input type="checkbox"/> Because of another reason (specify) |
| <input type="checkbox"/> Because of academic performance | <input type="checkbox"/> The reason is unknown |
| <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Determined not to be Bullying |
| <input type="checkbox"/> Because of gender expression | <input type="checkbox"/> Determined not to be Harassment |
| <input type="checkbox"/> Because of gender identity | <input type="checkbox"/> Determined not to be Intimidation |
| <input type="checkbox"/> Because of disability | |

7. OUTCOME OF THE INVESTIGATION

- It was determined that an incident(s) of bullying, harassment, or intimidation has occurred and the appropriate consequences, interventions, and supports have been applied based on local school-system policies and procedures.
- It was determined not to be bullying, harassment, or intimidation due to a lack of a preponderance of evidence.
- This has been identified as a false allegation.
- The alleged incident could not be verified as bullying, harassment, or intimidation.
- Determined as a conflict or other inappropriate behavior, and did not rise to the level of bullying, harassment, or intimidation.

8. INTERVENTIONS/SUPPORTS FOR RESPONDENT(S) (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Administrative conference with student | <input type="checkbox"/> Behavior contract |
| <input type="checkbox"/> Restorative approach | <input type="checkbox"/> Alternative placement/setting |
| <input type="checkbox"/> Referral to school counselor or student support team | <input type="checkbox"/> Community service |
| <input type="checkbox"/> Parent outreach (phone call, email, text message) | <input type="checkbox"/> Separation from other student to include transfer or change in schedule |
| <input type="checkbox"/> Student/Parent conference | <input type="checkbox"/> Referral to law enforcement |
| <input type="checkbox"/> Detention | <input type="checkbox"/> Consult with IEP chair |
| <input type="checkbox"/> In-school suspension | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Out-of-school suspension | |

9. INTERVENTIONS/SUPPORTS FOR COMPLAINANT(S) (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Plan of Support to include a "go to" adult in the school | <input type="checkbox"/> School counseling supports |
| <input type="checkbox"/> Student/Parent conference | <input type="checkbox"/> Developed template for safety plan |
| <input type="checkbox"/> Referral to counselor or therapist | <input type="checkbox"/> Consult with IEP chair |
| <input type="checkbox"/> Parent outreach (phone call, email, text message) | <input type="checkbox"/> Other (please specify) _____ |

10. DID A PHYSICAL INJURY RESULT FROM THE INCIDENT?

- Non observed Injury observed Medical documentation provided

11. WAS THE COMPLAINANT ABSENT FROM SCHOOL AS A RESULT OF THE INCIDENT?

- Yes No If yes, how many days was the complainant absent from school as a result of the incident? _____

SIGNATURE

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.

School Administrator or Designee Signature _____ Date ____/____/____

The *Safe Schools Reporting Act of 2005* requires all Maryland school systems to report incidents of bullying, harassment, or intimidation against students attending public schools. The law provides for any student, parent/guardian, close adult relative of the student, school staff member, or bystander to report an incident of bullying, harassment, or intimidation.

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, 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 that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else, causing embarrassment or humiliation.

Montgomery County Public Schools created MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, which can be downloaded from the MCPS website, www.montgomeryschoolsmd.org.

Once a school receives a report, an investigation must be completed and documented on MCPS Form 230-36, *Bullying, Harassment, or Intimidation Incident School Investigation Form*, which is also available from the MCPS website.

Procedure for implementing the *Safe Schools Reporting Act of 2005* are as follows:

- Once MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, has been submitted to the school, the principal/designee is required to conduct an investigation.
- MCPS Form 230-36, *Bullying, Harassment, or Intimidation Incident School Investigation Form*, is completed by the principal/designee.
- Information from MCPS Form 230-36, *Bullying, Harassment, or Intimidation Incident School Investigation Form* is entered into the incident reporting system in Synergy. To enter the incident reporting system in Synergy, open through the name of the student who was bullied.
- Each school will maintain a confidential file of completed MCPS Forms 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, and MCPS Form 230-36, *Bullying, Harassment, or Intimidation Incident School Investigation Form*.
- Should the act of bullying, harassment, or intimidation necessitate a request for police assistance, timelines and community notification procedures may need to be adjusted to accommodate police investigation.