



# Bullying, Harassment, or Intimidation Reporting Form

MCPS Form 230-35  
August 2013

Department of Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

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

**Directions:** Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, in the current school year. 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, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

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:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ School System \_\_\_\_\_

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

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

Place an X in the appropriate box:

- Student    Parent/guardian    Close adult relative    School staff member

1. Name of student victim \_\_\_\_\_ Age \_\_\_\_\_  
*(Please print)*

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 he/she 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\*

6. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Excluding or rejecting the student
- Spreading harmful rumors or gossip
- Related to the student's disability
- Cyber bullying (e.g., social media including Facebook, Instagram, etc.)
- Electronic communications (e.g., mail, text, etc.)
- Other (specify) \_\_\_\_\_
- Making rude and/or threatening gestures
- Intimidating (bullying), extorting, or exploiting
- Related to the student's perceived sexual orientation

*\*Will be collected unless specifically excluded by local board policy*

**Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005**

7. Describe the incident(s), including what the alleged offender(s) said or did. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an X next to one of the following:

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

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

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

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

12. Did a psychological injury result from this incident? Place an X next to one of the following:

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

13. Is there any additional information you would like to provide \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach a separate sheet if necessary)

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

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# Formulario Para Reportar Casos de Amenaza, Acoso o Intimidación ("bullying")



Department of Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 230-35  
Agosto 2009  
Spanish

Conforme a las estipulaciones de Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, este formulario debe mantenerse estrictamente confidencial.

**Instrucciones:** Amenaza, acoso o intimidación ("bullying") es un asunto serio y no será tolerado. Este formulario es para reportar supuestos casos de amenaza, acoso o intimidación ("bullying") que ocurren en propiedad escolar; durante una actividad o evento auspiciado por la escuela fuera del terreno de propiedad escolar; o en un autobús escolar; o yendo o viniendo de la escuela\*, durante el ciclo escolar en curso. Si usted es un estudiante victimizado/a, el padre/madre/guardián de un estudiante victimizado/a, un pariente cercano de un estudiante victimizado/a, o un miembro de la facultad y desea reportar un supuesto incidente de amenaza, acoso o intimidación ("bullying"), por favor complete este formulario y devuélvalo al Director/a de la escuela a la que asiste el estudiante victimizado/a. Póngase en contacto con la escuela en cualquier momento para información adicional o para obtener asistencia.

Amenaza, acoso o intimidación ("bullying") significa una conducta intencional que incluye comunicación verbal, física o escrita, o una comunicación electrónica intencional que: crea un ambiente de aprendizaje hostil que interfiere significativamente con los beneficios educativos, las oportunidades o la habilidad de desempeño de un estudiante o con su bienestar físico o psicológico y que es motivada por una característica personal, ya sea real o percibida, incluyendo raza, nacionalidad, estado civil, género sexual, orientación sexual, identidad sexual, religión, ancestro, atributo físico, estado socioeconómico, estado familiar o habilidad física o mental o impedimento; o, amenazante o seriamente intimidante; y ocurre en propiedad escolar, en una actividad o evento escolar o en un autobús escolar; o interrumpe significativamente el orden de operaciones de una escuela. Comunicaciones electrónicas se refiere a una comunicación transmitida mediante artefactos electrónicos, incluyendo teléfonos, teléfonos celulares, computadoras y localizadores de personas (pagers).

Fecha de Hoy \_\_\_\_\_ Escuela \_\_\_\_\_ Sistema Escolar \_\_\_\_\_  
Today's date \_\_\_\_\_ School \_\_\_\_\_ School System \_\_\_\_\_

**Persona Que Reporta el Incidente:** Nombre \_\_\_\_\_  
Person Reporting Incident: Name \_\_\_\_\_

Teléfono \_\_\_\_\_ Dirección Electrónica \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Marque con una  en el casillero que corresponda:

Estudiante/Student     Estudiante (testigo/espectador)/Student (witness/bystander)     Padre/Madre/Guardián/Parent/guardian  
 Pariente Cercano/Close adult relative     Miembro de la Facultad/School staff member

1. Nombre del estudiante victimizado/a \_\_\_\_\_ Edad \_\_\_\_\_  
Name of student victim \_\_\_\_\_ (Por favor escriba en letra de imprenta) \_\_\_\_\_ Age \_\_\_\_\_

2. Nombre/s del presunto ofensor/es (si se sabe) (por favor escriba en letra de imprenta) Name(s) of alleged offender(s) (If known)	Edad Age	Escuela (si se sabe cuál es) School	¿Se trata de un estudiante?/Is he/she a student?
			<input type="checkbox"/> Sí/Yes <input type="checkbox"/> No
			<input type="checkbox"/> Sí/Yes <input type="checkbox"/> No
			<input type="checkbox"/> Sí/Yes <input type="checkbox"/> No

3. ¿En qué fecha ocurrió el incidente? \_\_\_\_\_  
On what date/s did the incident happen?    Mes/Día/Año/ Mo./Day/Year    Mes/Día/Año/ Mo./Day/Year    Mes/Día/Año/ Mo./Day/Year

4. ¿Adónde ocurrió el incidente (marque todo lo que aplique)/Where did the incident happen?  
 En propiedad escolar/On school property  
 Durante una actividad o evento auspiciado por una escuela, pero fuera de propiedad escolar/At a school-sponsored activity or event off school property  
 En un autobús escolar/On a school bus     En camino a/desde la escuela\*/On the way to/from school

5. Coloque una X al lado de la frase/s que mejor describa lo ocurrido (marque todo lo que aplique):

Cualquier acto de amenaza, acoso o intimidación ("bullying") que implica agresión física/Any bullying, harassment, or intimidation that involves physical aggression

Hacer que otra persona pegue o lastime al estudiante/Getting another person to hit or harm the student

Burlarse, poner apodo, criticar, amenazar, en persona o a través de otros medios/Teasing, name-calling, making critical remarks, or threatening, in person or by other means

Degradar y ridiculizar haciendo a la persona el hazmerreír de otros/Demeaning and making the victim of jokes

Excluir o rechazar al estudiante/Excluding or rejecting the student     Hacer gestos groseros y/o amenazantes/Making rude and/or threatening gestures

Divulgar rumores hirientes o chismes/Spreading harmful rumors or gossip     Intimidar (bullying), extorsionar o explotar/aprovechase del estudiante/Intimidating (bullying), extorting, or exploiting

Comunicaciones electrónicas/Electronic communications (especifique) \_\_\_\_\_

Otro/Other (por favor especifique) \_\_\_\_\_

\*Se recolectará a menos que sea específicamente excluido de acuerdo a políticas del consejo local

**Maryland State Department of Education, de acuerdo a Safe Schools Reporting Act of 2005**

6. ¿Qué dijo o hizo el presunto ofensor/es?/What did the alleged offender(s) say or do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Adjunte una hoja separada, si fuese necesario)

7. ¿Cuál es la razón por la cual ocurrió el incidente de amenaza, acoso o intimidación "bullying"?/Why did the bullying, harassment or intimidation occur?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Adjunte una hoja separada, si fuese necesario)

8. ¿Sufrió la víctima alguna lesión física como resultado de este incidente?/Did a physical injury result from this incident?  
Coloque una  al lado de una de las siguientes respuestas:  
 No  Sí, pero no requirió atención médica/Yes, but it did not require medical attention  
 Sí, y requirió asistencia médica/Yes, and it required medical attention

9. ¿Si hubo lesión física, piensa usted que habrá consecuencias permanentes?  Sí/Yes  No  
If there was a physical injury, do you think there will be permanent effects?

10. ¿Debió faltar a clase el estudiante victimizado/a como consecuencia de este incidente?  Sí/Yes  No  
Was the student victim absent from school as a result of the incident?  
Si la respuesta es sí, ¿cuántos días estuvo ausente de la escuela el estudiante victimizado/a como resultado del incidente? \_\_\_\_\_  
If yes, how many days was the student victim absent from school as a result of the incident?

11. ¿Sufrió la víctima daño psicológico como resultado de este incidente?/Did a psychological injury result from this incident?  
Coloque una  al lado de una de las siguientes respuestas:  
 No  Sí, pero no se ha solicitado servicio psicológico/Yes, but psychological services have not been sought  
 Sí, y se ha solicitado servicio psicológico/Yes, and psychological services have been sought

12. ¿Tiene alguna otra información que desearía agregar?/Is there any additional information you would like to provide?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Adjunte una hoja separada, si fuese necesario)

\_\_\_\_\_  
Firma/Signature

\_\_\_\_\_  
Fecha/Date

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