



Bullying, Harassment, or Intimidation Incident School Investigation Form

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

MCPS Form 230-36
July 2018
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*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.*

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. **Complete one form for each alleged student victim.** The school principal/designee will contact the parents/guardians of all students involved in the incident of bullying, harassment, or intimidation within three days of receiving MCPS Form 230-35. ([Board Policy JHF](#), [Bullying, Harassment, or Intimidation](#), [MCPS Regulation JHF-RA](#), [Bullying, Harassment, or Intimidation and Board Policy ACA](#), [Nondiscrimination, Equity, and Cultural Proficiency](#).)

School Personnel Completing Form _____ Position _____

Today's date ____/____/____ School _____ School System Montgomery County Public Schools

Person Reporting Incident (From reporting form MCPS Form 230-35) 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 _____

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

Days absent due to incident _____ MCPS Student ID# _____

How many alleged victims for this incident? _____ If more than one, a separate Form 230-36 will need to be completed for each alleged victim.

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

3. Name(s) of alleged offender(s) (If known):	Age	School (if known)	Is alleged offender a student?	If MCPS Student	
				Student ID#	Days Suspended Due to Incident
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Total number of alleged offenders					

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

5. Where was the incident reported to have happened (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

DISTRIBUTION: 1) School inputs information from this form to OASIS Bully module, 2) Paper copies of this form kept in School Confidential File, 3) Serious Incident Reporting may be required, School should contact the Office of School Administration Compliance Unit

6. Check the statement(s) that best describes what happened (choose all that apply) from question 6 on Form 230-35 for this incident:

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

7. Why did the harassment, intimidation or bullying occur (alleged motives): (choose all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> Because of physical or mental disability |
| <input type="checkbox"/> Because of ethnicity | <input type="checkbox"/> Because of poverty/socioeconomic status |
| <input type="checkbox"/> Because of color | <input type="checkbox"/> Because of language |
| <input type="checkbox"/> Because of ancestry | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Gang related |
| <input type="checkbox"/> Because of immigration status | <input type="checkbox"/> Gang recruitment |
| <input type="checkbox"/> Because of sex | <input type="checkbox"/> Human trafficking*/Prostitution recruitment |
| <input type="checkbox"/> Because of gender | <input type="checkbox"/> Because of another reason (specify)_____ |
| <input type="checkbox"/> Because of gender identity | <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 sexual orientation | <input type="checkbox"/> Determined not to be intimidation |
| <input type="checkbox"/> Because of family/parental/marital status | <input type="checkbox"/> The reason is unknown |
| <input type="checkbox"/> Because of age | |

8. What actions were taken to investigate this incident? (choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Interviewed alleged student victim | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed alleged witnesses | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Reviewed/Obtained copy of police report |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Examined video evidence |
| <input type="checkbox"/> Reviewed any medical information available | <input type="checkbox"/> Conducted meeting with School Resource Officer |
| <input type="checkbox"/> Interviewed alleged offender's parent/guardian | <input type="checkbox"/> Reviewed social media site |
| <input type="checkbox"/> Interviewed teachers and/or school staff | <input type="checkbox"/> Other (specify)_____ |

9. What corrective actions were taken in this case (choose all that apply)?

- | | |
|---|--|
| <input type="checkbox"/> None were required, this was a false allegation | <input type="checkbox"/> Parent conference |
| <input type="checkbox"/> None, the incident did not warrant any corrective action | <input type="checkbox"/> Detention |
| <input type="checkbox"/> None, no Bullying occurred | <input type="checkbox"/> In-school suspension |
| <input type="checkbox"/> None, no Harassment occurred | <input type="checkbox"/> Out of school suspension |
| <input type="checkbox"/> None, no Intimidation occurred | <input type="checkbox"/> Expulsion |
| <input type="checkbox"/> None, the alleged incident could not be verified | <input type="checkbox"/> Behavior contract |
| <input type="checkbox"/> Determined as a conflict and not bullying, harassment, or intimidation | <input type="checkbox"/> Alternative placement/setting |
| <input type="checkbox"/> Student conference | <input type="checkbox"/> Plan of Support to include a "go to" adult in the school |
| <input type="checkbox"/> Student warning | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> Letter of apology | <input type="checkbox"/> Separation from other student to include transfer or change in schedule |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Meeting with School Resource Officer |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Referral to Counselor or Therapist |
| <input type="checkbox"/> Parent letter | <input type="checkbox"/> Developed template for safety plan |
| <input type="checkbox"/> Parent phone call | <input type="checkbox"/> Other (specify)_____ |

*Human Trafficking is considered Child Abuse, follow MCPS procedures to report Child Abuse

10. Did a physical injury result from this incident?

None Observed Injury Observed Medical documentation provided

11. Additional pertinent information gained during the interview (Attach a separate sheet if necessary)

12. Investigator notes (Attach a separate sheet if necessary)

For students with 504 Plans or IEP's, if the bullying may have resulted in a denial of a free appropriate public education (FAPE), request a 504 or IEP meeting so that the team can consider the possible denial of FAPE.

_____ /_____/_____
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, 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.

Montgomery County Public Schools created [MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*](#) that 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:

- 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 bully module in OASIS. To enter the bully module, 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, including Student Resource Officer action, timelines, and community notification procedures may need to be adjusted to accommodate police investigation.