

## QUICK REFERENCE: Student Bullying, Harassment, and Intimidation Reporting Procedures

MAKE AN ONLINE REPORT [HERE](#)/ Bullying [FAQ](#)

*\*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. **COMPLETE MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*:** must be completed by a staff member, student, parent/guardian, or close relative. Staff members will assist the student/parent/guardian if they cannot or do not complete the form.

MCPS Form 230-35 Online Submission	MCPS Form 230-35 Paper Copy Submission
MCPS Form 230-35 ONLINE is available <a href="#">HERE</a> Completed by staff, student, parent/guardian.	MCPS Form 230-35 Paper Copy is available <a href="#">HERE</a> Completed by staff, 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 and Family Support and Engagement (SFSE) to support students and schools, as needed.	Submit the completed form to the principal/designee.
Upon receipt of the electronic/paper copy of MCPS Form 230-35, principal/designee must comply with MCPS <a href="#">Regulation JHF-RA, <i>Student Bullying, Harassment, or Intimidation</i></a>	

- 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. Within two days of completion of MCPS Form 230-35, 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, *Bullying, Harassment or Intimidation Incident School Investigation Form*** is used to investigate all student sexual harassment incident reports.
  - c. **MCPS Form 230-36 Paper Copy is available [HERE](#)**
  - d. Update the incident status in **Synergy** within 24-48 hours of reporting the incident to SSWB and include the participants and a brief incident description.

- 5. INTERIM MEASURES TO ENSURE STUDENT SAFETY WHILE INVESTIGATION IS PENDING, SUCH AS:**
- [Supportive Measures/Safety Plan](#): Rearranging schedules or placing restrictions of contact.
  - Providing individual counseling services and community resources, medical services, or tutoring.
  - 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:**
- Both Forms [230-35](#) and [230-36](#) are maintained in a confidential file in the school office. These documents are **not** included in a student's cumulative/confidential file.
  - Information from MCPS Form 230-36, *Bullying, Harassment, or Intimidation Investigation Form* is entered into **Synergy** in the Discipline Module under the name(s) of **each of** the alleged victims and includes information about the alleged offender 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/>