

QUICK REFERENCE: Student Bullying, Harassment, Intimidation Reporting Procedures

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

If a staff member 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 HERE Completed by staff, student, parent/guardian	MCPS Form 230-35 Paper Copy is available HERE 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 school resource counselor or elementary school counselor. In addition, a copy of the report will be sent automatically to the Office of Student and Family Support and Engagement (OSFSE) 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 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 Regulation 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 OTLS-SSI must be notified. OTLS-SSI will create an incident report in the Discipline tab of Synergy.
 - b. Serious incidents may also require calling the Montgomery County Police Department (MCPD) at 911 or 301-279-8000.
- 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. Move the incident record in Synergy to the “**updated**” status within 24-48 hours of reporting the incident to OTLS-SSI and include the participants and a brief incident description.

- 5. INTERIM MEASURES TO ENSURE STUDENT SAFETY WHILE INVESTIGATION IS PENDING, SUCH AS:**
- Rearranging schedules or placing restrictions on contact
 - Providing individual counseling services and community resources, medical services, 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 Incident tab under Incident enter the name(s) of **each of** the alleged victims and include 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*](#)
- [MCPS Regulation COB-RA, *Reporting a Serious Incident*](#)

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