

Parent & Guardian FAQs

Attachment G



How do we stop the BULLYING?

What is bullying?

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.

What should I do if I think my child is being bullied?

- Stay calm, listen, and let your child know you will work together to stop the bullying – do not ignore it.
- Do not try to contact parents of the children involved – let school staff assist.
- Set up a meeting with your child's teacher or counselor.
- **Complete the school *Bullying, Harassment or Intimidation Reporting Form 230-35*. (Found in counseling and main offices at school, or on the school's website).**
- Speak with the school counselor or pupil personnel worker (PPW) to find out what school resources are available to help support your child.
- Work with school staff to develop a plan of support for your child – include plans for keeping your child safe at school, especially during class breaks, lunch, recess and transportation to and from school. If interested, inquire about a restorative conference to repair relationships and strengthen the community.

What should my child do if being bullied or witnessed bullying?

- Speak out and report bullying immediately to school staff or a trusted adult.
- **Ask to complete the school *Bullying, Harassment or Intimidation Reporting Form 230-35*.**
- Stay calm and don't get involved in a fight – your child could get hurt or suspended from school.
- Participate in a meeting with parents and school staff to develop a plan of support.

When should I contact school security or the police?

- If your child is threatened with a weapon.
- If bullying includes criminal acts such as assault, extortion, theft, or vandalism.

What can I do if my child is bullying others?

- Speak up and tell your child that what he or she is doing is considered bullying.
- Encourage them to respect other children's' rights to be themselves, to choose their friends and to feel safe at school.
- Talk to them about the consequences of being a bully: it hurts their relationships with others, people befriend them out of fear, and they could get suspended from school.
- Set up a meeting with your child's teacher or counselor to develop a plan of support. (Ask them to invite the PPW to the meeting).
- Find out what school resources are available to help; seek community resource to address any possible mental health concerns.
- Monitor your child's behavior.

What will the school do when bullying is reported?

Start
Process

- When a student reports bullying situations MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, should be completed by the student, parent/guardian, close adult relative, or staff member. The form should be submitted to the school principal.

Within 2
days

- The school principal/school administrator investigates the incident and documents the findings by completing MCPS Form 230-36, *Bullying, Harassment or Intimidation Incident School Investigation Form*. The forms are maintained in a confidential file in the school office. They are not maintained in a student's cumulative file.

When the
investigation
is complete

- The school principal and/or designee will contact the parents of all students involved in the incident of bullying, harassment, or intimidation within 24 hours of completing the investigation. The school will take immediate and appropriate steps to discipline the offender; support the student who was bullied; and protect the student from reprisals to prevent recurrence.

Within 2
weeks

- Designated school staff will conduct separate conferences with the student who was bullied and the student who bullied within two weeks after the investigation to verify the bullying, harassment, or intimidation has ceased.

Document in
OASIS

- Using the information from the reporting and investigation forms, school staff complete an entry/report in the bullying module of the MCPS Online Administrative Student Information System(OASIS) for the victim only.

Within 4
weeks

- Another follow-up conference or conversation will be held with the student who was bullied and the student who bullied four weeks after the investigation to verify that the bullying, harassment, or intimidation has ceased.

The confidential files associated with the situation do not articulate with any students.



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

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

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 _____

Telephone _____

Dirección Electrónica _____

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 hora separada, si fuese necesario)

Firma/Signature

Fecha/Date

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