



# Bullying, Harassment, or Intimidation Incident School Investigation Form

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

MCPS Form 230-36  
October 2014

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

School Personnel Completing Form \_\_\_\_\_ Position \_\_\_\_\_

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

**Person Reporting Incident** (From reporting form) 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 \_\_\_\_\_ ID # \_\_\_\_\_ Age \_\_\_\_\_  
(Please print)

Days absent due to incident \_\_\_\_\_

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?	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				

## INVESTIGATION

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

- Interviewed student victim  Interviewed teachers and/or school staff  
 Interviewed alleged offender(s)  Interviewed student victim's parent/guardian  
 Interviewed witnesses  Interviewed alleged offender's parent/guardian  
 Witness statements collected in writing  Examined physical evidence  
 Interviewed school nurse  Conducted student record review  
 Reviewed any medical information available  Obtained copy of police report  
 Other (specify) \_\_\_\_\_



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**Person Reporting Incident** (From reporting form) 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 \_\_\_\_\_ ID # \_\_\_\_\_ Age \_\_\_\_\_  
(Please print)

Days absent due to incident \_\_\_\_\_

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?	Days Suspended Due to Incident
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Total number of alleged offenders				

## INVESTIGATION

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

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

## Safe Schools Reporting Act

The Safe Schools Reporting Act 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, or a school staff member to report an incident of bullying, harassment, or intimidation that occurs on school property, on a school bus, or at a school sponsored activity.

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.

The Montgomery County Public Schools created a *Bullying, Harassment, or Intimidation Reporting Form* (MCPS Form 230-35) that can be downloaded from the MCPS website, <http://www.mcps.k12.md.us/>. Once a school receives a report, an investigation must be completed and documented on the *Bullying, Harassment, or Intimidation Incident School Investigation Form* (MCPS Form 230-36) which is also available from the MCPS Web site.

Procedure for implementing the Safe Schools Reporting Act are:

- Once a *Bullying, Harassment, or Intimidation Reporting Form* (MCPS Form 230-35) has been submitted to the school, the principal/designee is required to conduct an investigation.
- A *Bullying, Harassment, or Intimidation Incident School Investigation Form* (MCPS Form 230-36) is completed by the principal/designee.
- Information from MCPS Form 230-35 and MCPS Form 230-36 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 *Bullying, Harassment, or Intimidation Reporting Forms* (MCPS Form 230-35) and *Bullying, Harassment, or Intimidation Incident School Investigation Forms* (MCPS Form 230-36).