

Bullying, Harassment, or Intimidation Reporting Form

Department of Student Conduct and Appeals
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

This form is to be maintained confidentially in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

See Montgomery County Board Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency, Board Policy JHF, Bullying, Harassment, or Intimidation, and MCPS Regulation JHF-RA, Student Bullying, Harassment, or Intimidation, for additional information and definitions.

Today's date ____/____/____ School _____ School System **MONTGOMERY COUNTY PUBLIC SCHOOLS**

DIRECTIONS

The Bullying, Harassment or Intimidation Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, or through personal mobile device on or off school property. School staff will address incidents that occur at school or have a connection or nexus back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment.

If you are a student, the parent/guardian or a family member of a student, a school staff member, or a bystander and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation, please complete this form and return it to the school principal.

Any allegations of hate-bias should be reported using MCPS Form 226-5.

DEFINITIONS

BULLYING—is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include 1) An imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others) and 2) Repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

CYBERBULLYING—is bullying transmitted by means of personal mobile devices through electronic communication that allows individuals to view or share content. Cyberbullying includes sending, posting, or sharing personal or private information about someone causing embarrassment or humiliation.

HARASSMENT—includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

INTIMIDATION—is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

PERSON REPORTING INCIDENT (Please print all information)

Name _____

Telephone ____ - ____ - ____ Email _____

Check the appropriate box:

☐ Student ☐ Parent/guardian/caregiver of a student ☐ Close adult relative of a student ☐ School staff ☐ Bystander

1. COMPLAINANT(S): PERSON(S) ALLEGED TO BE THE VICTIM

Name	Age	School (if known)	Days absent as a result of the incident (if known)

2. ALLEGED WITNESS(ES) (if known)

Name	School (if known)	Age (if known)	Student: (Y/N)	Days absent as a result of the incident (if known)

3. RESPONDENT(S): PERSON(S) ALLEGED TO BE THE OFFENDER (if known)

Name	School (if known)	Age (if known)	Student: (Y/N)	Days absent as a result of the incident (if known)

4. ON WHAT DATE(S) DID THE INCIDENT(S) HAPPEN?

____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____

5. WHERE DID THE INCIDENT(S) HAPPEN? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> On school property (please specify location) _____ | <input type="checkbox"/> Off school property |
| <input type="checkbox"/> At a school-sponsored activity or event off school property | <input type="checkbox"/> Digital device on school property |
| <input type="checkbox"/> On a school bus | <input type="checkbox"/> During virtual learning |
| <input type="checkbox"/> On the way to/from school | <input type="checkbox"/> Other (please specify) _____ |

6. WHAT STATEMENT BEST DESCRIBES WHAT HAPPENED? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Actions/comments related to the student's race/ethnicity | <input type="checkbox"/> Actions/comments related to the student's academic performance |
| <input type="checkbox"/> Demeaning behavior just to be mean | <input type="checkbox"/> Making rude and/or threatening gestures |
| <input type="checkbox"/> Actions/comments related to the student's national origin. | <input type="checkbox"/> Actions/comments related to the student's perceived sexual orientation |
| <input type="checkbox"/> An act or threat of retaliation | <input type="checkbox"/> Excluding or rejecting the student |
| <input type="checkbox"/> Actions/comments related to the student's religion | <input type="checkbox"/> Intimidating, extorting, exploiting the student |
| <input type="checkbox"/> Gang related/gang recruitment | <input type="checkbox"/> Actions/comments related to the student's gender expression |
| <input type="checkbox"/> Actions/comments related to the student's sex | <input type="checkbox"/> Getting another person to target or demean the student |
| <input type="checkbox"/> Human trafficking/prostitution recruitment | <input type="checkbox"/> Actions/comments related to the student's gender identity |
| <input type="checkbox"/> Actions/comments related to the student's Immigration status | <input type="checkbox"/> Spreading hurtful rumors or gossip |
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression | <input type="checkbox"/> Actions/comments related to the student's disability |
| <input type="checkbox"/> Cyberbullying (social media, text messages, etc.) | <input type="checkbox"/> Racial/ethnic harassment |
| <input type="checkbox"/> Family/parental or marital status | <input type="checkbox"/> Actions/comments related to the student's physical appearance |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks | <input type="checkbox"/> Sexual harassment |
| <input type="checkbox"/> Actions/comments related to the student's socio-economic status | <input type="checkbox"/> Demeaning behavior to impress others |
| <input type="checkbox"/> Demeaning or making the student the target of jokes | |
| <input type="checkbox"/> Other (Please specify) _____ | |

7. WHY DO YOU THINK THE BULLYING, CYBERBULLYING, HARASSMENT, AND/OR INTIMIDATION OCCURRED?

8. DESCRIBE THE INCIDENT(S) INCLUDING WHAT THE RESPONDENT SAID OR DID.

9. DID A PHYSICAL INJURY RESULT FROM THIS INCIDENT?

- ☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention
If there was a physical injury, do you think there will be permanent effects on the student victim? ☐ Yes ☐ No

10. WAS THE COMPLAINANT ABSENT FROM SCHOOL AS A RESULT OF THE INCIDENT?

- ☐ Yes ☐ No If yes, how many days was the complainant absent from school as a result of the incident? _____

11. DID A PSYCHOLOGICAL INJURY RESULT FROM THIS INCIDENT?

- ☐ No ☐ Yes, but psychological services have not been sought ☐ Yes, and psychological services have been sought.

12. IS THERE ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE?

SIGNATURE

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature _____ Date ____/____/____