



Bullying, Harassment, or Intimidation Incident School Investigation Form

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

MCPS Form 230-36
February 2010

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 in the appropriate box:

- Student
 Student (witness/bystander)
 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 offender(s) (If known). (Please print)	Age	School (if known)	Is he/she a student? <input type="checkbox"/> Yes <input type="checkbox"/> No	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

3. Where did the incident happen (choose all that apply)? Date of incident ____/____/____

- On school property At a school-sponsored activity or event off school property
 On a school bus On the way to/from school

4. 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 the object of jokes
 Making rude and/or threatening gestures
 Excluding or rejecting the student
 Intimidating (bullying), extorting, or exploiting
 Spreading harmful rumors or gossip
 Electronic communication (specify) _____
 Other (specify) _____

5. 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) _____

6. Why did the bullying, harassment, or intimidation occur (alleged motives)? (choose all that apply)

- Because of race
- Because of national origin
- Because of marital status
- Because of sex
- Because of sexual orientation
- Because of gender identity
- Because of religion
- Because of disability
- Because of physical appearance
- To impress others
- Just to be mean
- Because of another reason (specify) _____
- The reason is unknown

7. What corrective actions were taken in this case (choose all that apply)?

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Other (specify) _____

8. Additional pertinent information gained during the interview _____

_____ (Attach a separate sheet if necessary)

9. Investigator notes _____

_____ (Attach a separate sheet if necessary)

Signature _____ /_____/_____
Date

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).