



# Bullying, Harassment, or Intimidation Incident School Investigation Form

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

MCPS Form 230-36  
October 2013

*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)

- |   |   |
|---|---|
| <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) _____                      |   |

5. 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

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

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

7. Additional pertinent information gained during the interview \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Attach a separate sheet if necessary)

8. 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).