

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.