

# MEMORANDUM

January 14, 2021  
Information—NEW



Office of Teaching, Learning, and Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

**TO:** All Principals, and Directors of Learning, Achievement, and Administration

**FROM:** Ruschelle Reuben, Associate Superintendent of Student and Family Support and Engagement <sup>RR</sup>

**SUBJECT:** ***Online Bullying, Harassment, or Intimidation Reporting Form***

## Summary

On January 19, 2021, Montgomery County Public Schools (MCPS) will launch an online option for any student, parent, guardian, staff member, or community member to submit MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*. If a school is listed for either the alleged victim or alleged bully, a PDF copy of the form will be sent automatically to the school's administrators and either the secondary resource counselor or elementary counselor. In addition, a copy of the report will be sent automatically to Student and Family Support and Engagement (SFSE) to support students and schools, as needed.

Upon receipt of the electronic report form, school administrators must comply with MCPS [Regulation JHF-RA, Student Bullying, Harassment, or Intimidation](#) and:

- Within two days of receiving the report form, the school administrator should conduct an adequate, reliable and impartial investigation, including the opportunity for the parties to present evidence.
- Within 24 hours of completing the investigation, the school administrator contacts the parents/guardians of all students involved in the incident of bullying, harassment, or intimidation, as well as any other parties involved.
- School administrator or designee completes [MCPS Form 230-36, Bullying, Harassment, or Intimidation School Investigation Form](#) and enter bullying information into Synergy to allow for accurate data reporting to Maryland State of all incidents, founded and not, according to the *Safe Schools Reporting Act of 2005*.
- Within two weeks of the investigation, designated school staff members should conduct separate conferences with the student who was bullied and the student who bullied to verify the bullying, harassment, or intimidation has ceased.
- Within four weeks of the investigation, designated staff members conduct second follow-up conferences 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.

If the reporter does not indicate the name of a school involved or indicates the school location as "Other," the online report will be sent automatically to SFSE to identify which schools are involved in order to forward the report to the appropriate school administrator for investigation and follow up.

## Links/Additional Information

- Direct access to the online form is available on the [MCPS Bullying, Harassment, or Intimidation Prevention webpage](#).
- [Sample email and report form](#).
- Schools are encouraged to post a link to the online form on their school webpages.
- Contact Dr. Elizabeth Rathbone via email or at 240-620-1744 with questions regarding the submission of online reports, or any questions regarding the reporting and investigation of bullying, harassment, or intimidation.

Approved by:

A handwritten signature in black ink that reads "Janet S. Wilson".

Janet S. Wilson, Chief of Teaching, Learning, and Schools