



# Bullying, Harassment, or Intimidation Reporting Form

MCPS Form 230-35  
August 2013

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

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

**Directions:** Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

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.

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ School System \_\_\_\_\_

**Person Reporting Incident:** 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 \_\_\_\_\_ Age \_\_\_\_\_  
*(Please print)*

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?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. On what date(s) did the incident happen?   \_\_\_\_/\_\_\_\_/\_\_\_\_   \_\_\_\_/\_\_\_\_/\_\_\_\_   \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Mo./Day/Year   Mo./Day/Year   Mo./Day/Year*

5. Where did the incident happen (choose all that apply)?
- On school property
  - At a school-sponsored activity or event off school property
  - On a school bus
  - On the way to/from school\*

6. 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 of jokes
- Excluding or rejecting the student
- Spreading harmful rumors or gossip
- Related to the student's disability
- Cyber bullying (e.g., social media including Facebook, Instagram, etc.)
- Electronic communications (e.g., mail, text, etc.)
- Other (specify) \_\_\_\_\_
- Making rude and/or threatening gestures
- Intimidating (bullying), extorting, or exploiting
- Related to the student's perceived sexual orientation

*\*Will be collected unless specifically excluded by local board policy*

**Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005**

7. Describe the incident(s), including what the alleged offenders(s) said or did. \_\_\_\_\_

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

8. Why did the bullying, harassment or intimidation occur? \_\_\_\_\_

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

9. Did a physical injury result from this incident? Place an X next to one of the following:

- No
- Yes, but it did not require medical attention
- Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects?  Yes  No

11. Was the student victim absent from school as a result of the incident?  Yes  No  
 If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

12. Did a psychological injury result from this incident? Place an X next to one of the following:

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

13. Is there any additional information you would like to provide \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature* *Date*

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