

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Bullying, Harassment, or Intimidation Reporting Form**Office of District Operations—Student Welfare and Compliance  
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850*This form is to be maintained confidentially in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.*

See Montgomery County Board Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency, Board Policy JHF, Bullying, Harassment, or Intimidation, and MCPS Regulation JHF-RA, Student Bullying, Harassment, or Intimidation, for additional information and definitions.

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ School System **MONTGOMERY COUNTY PUBLIC SCHOOLS****DIRECTIONS**

The Bullying, Harassment or Intimidation Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, or through personal mobile device on or off school property. School staff will address incidents that occur at school or have a connection or nexus back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment.

If you are a student, the parent/guardian or a family member of a student, a school staff member, or a bystander and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation, please complete this form and return it to the school principal.

You may contact the school for additional information or assistance at any time. (Bullying, cyberbullying, harassment, and intimidation definitions are provided below.)

**DEFINITIONS**

**BULLYING**—is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include 1) An imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others) and 2) Repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

**CYBERBULLYING**—is bullying transmitted by means of personal mobile devices through electronic communication that allows individuals to view or share content. Cyberbullying includes sending, posting, or sharing personal or private information about someone causing embarrassment or humiliation.

**HARASSMENT**—includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

**INTIMIDATION**—is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

**PERSON REPORTING INCIDENT (Please print all information)**

Name \_\_\_\_\_

Telephone \_\_\_\_-\_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

Check the appropriate box:

 Student   
 Parent/guardian/caregiver of a student   
 Close adult relative of a student   
 School staff   
 Bystander
**1. COMPLAINANT(S): PERSON(S) ALLEGED TO BE THE VICTIM**

| Name | Age | School (if known) | Days absent as a result of the incident (if known) |
|------|-----|-------------------|--|
|      |     |                   |  |
|      |     |                   |  |
|      |     |                   |  |

**2. ALLEGED WITNESS(ES) (if known)**

| Name | School (if known) | Age (if known) | Student: (Y/N) | Days absent as a result of the incident (if known) |
|------|-------------------|----------------|----------------|--|
|      |                   |                |                |  |
|      |                   |                |                |  |
|      |                   |                |                |  |

**3. RESPONDENT(S): PERSON(S) ALLEGED TO BE THE OFFENDER (if known)**

| Name | School (if known) | Age (if known) | Student: (Y/N) | Days absent as a result of the incident (if known) |
|------|-------------------|----------------|----------------|--|
|      |                   |                |                |  |
|      |                   |                |                |  |
|      |                   |                |                |  |

**4. ON WHAT DATE(S) DID THE INCIDENT(S) HAPPEN?**

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

**5. WHERE DID THE INCIDENT(S) HAPPEN? (check all that apply)**

- On school property (please specify location) \_\_\_\_\_
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Off school property
- Personal Mobile Device on school property
- Digital device off school property
- During virtual learning
- Other (please specify) \_\_\_\_\_

**6. WHAT STATEMENT BEST DESCRIBES WHAT HAPPENED? (check all that apply)**

- Actions/comments related to the student's race/ethnicity
- Demeaning behavior just to be mean
- Actions/comments related to the student's national origin.
- An act or threat of retaliation
- Actions/comments related to the student's religion
- Gang related/gang recruitment
- Actions/comments related to the student's sex
- Human trafficking/prostitution recruitment
- Actions/comments related to the student's Immigration status
- Any bullying, harassment, or intimidation that involves physical aggression
- Actions/comments related to the student's
- Cyberbullying (social media, text messages, etc.)
- Family/parental or marital status
- Teasing, name-calling, making critical remarks
- Actions/comments related to the student's socio-economic status
- Other (Please specify) \_\_\_\_\_
- Demeaning or making the student the target of jokes
- Actions/comments related to the student's academic performance
- Making rude and/or threatening gestures
- Actions/comments related to the student's
- Excluding or rejecting the student perceived sexual orientation
- Intimidating, extorting, exploiting the student
- Actions/comments related to the student's gender expression
- Getting another person to target or demean the student
- Actions/comments related to the student's gender identity
- Spreading hurtful rumors or gossip
- Actions/comments related to the student's disability
- Racial/ethnic harassment
- Actions/comments related to the student's physical appearance
- Sexual harassment
- Demeaning behavior to impress others

**7. WHY DO YOU THINK THE BULLYING, CYBERBULLYING, HARASSMENT, AND/OR INTIMIDATION OCCURRED?**

**8. DESCRIBE THE INCIDENT(S) INCLUDING WHAT THE RESPONDENT SAID OR DID.**

**9. DID A PHYSICAL INJURY RESULT FROM THIS INCIDENT?**

- No    Yes, but it did not require medical attention    Yes, and it required medical attention
- If there was a physical injury, do you think there will be permanent effects on the student victim?  Yes    No

**10. WAS THE COMPLAINANT ABSENT FROM SCHOOL AS A RESULT OF THE INCIDENT?**

- Yes    No   If yes, how many days was the complainant absent from school as a result of the incident? \_\_\_\_\_

**11. DID A PSYCHOLOGICAL INJURY RESULT FROM THIS INCIDENT?**

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

**12. IS THERE ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE?**

**SIGNATURE**

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

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