



5. 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
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Related to the student's disability
- Related to the student's perceived sexual orientation
- Cyber bullying (e.g. social media including Facebook, Twitter, Vine, Instagram, etc.)
- Electronic communication (e.g. email, text, sexting, etc.) \_\_\_\_\_
- Gang related
- Gang recruitment
- Human trafficking/Prostitution recruitment
- Racial Harassment
- Sexual Harassment
- Sexual in nature
- Other (specify) \_\_\_\_\_

6. 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\*       Via Internet- sent on or off school property

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

7. Describe the incident(s), including what the alleged offender(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:** \_\_\_\_\_

# BULLYING, HARASSMENT, OR INTIMIDATION INCIDENT SCHOOL INVESTIGATION FORM

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

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  Bystander

1. Name of student victim(s): \_\_\_\_\_ Age: \_\_\_\_\_ Days absent as a result of the incident: \_\_\_\_\_  
 \_\_\_\_\_ Age: \_\_\_\_\_ Days absent as a result of the incident: \_\_\_\_\_  
 \_\_\_\_\_ Age: \_\_\_\_\_ Days absent as a result of the incident: \_\_\_\_\_

2. Name(s) of alleged witness(s) (If known):	Age	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Name(s) of alleged offender(s) (If known):	Age	School	Is he/she a student?	Days absent 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	_____

(Please print)

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<br><input type="checkbox"/> Interviewed alleged offender(s)<br><input type="checkbox"/> Interviewed witnesses<br><input type="checkbox"/> Witness statements collected in writing<br><input type="checkbox"/> Interviewed school nurse<br><input type="checkbox"/> Reviewed any medical information available<br><input type="checkbox"/> Interviewed teachers and/or school staff<br><input type="checkbox"/> Interviewed student victim's parent/guardian | <input type="checkbox"/> Interviewed alleged offender's parent/guardian<br><input type="checkbox"/> Examined physical evidence<br><input type="checkbox"/> Obtained copy of police report<br><input type="checkbox"/> Conducted student record review<br><input type="checkbox"/> Examined video evidence<br><input type="checkbox"/> Conducted meeting with Resource Officer<br><input type="checkbox"/> Contacted social media site<br><input type="checkbox"/> Other (specify) _____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

5. Why did the harassment or intimidation (bullying) occur (alleged motives)? (choose all that apply)
- |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Because of race<br><input type="checkbox"/> Because of national origin<br><input type="checkbox"/> Because of marital status<br><input type="checkbox"/> Because of sex<br><input type="checkbox"/> Because of sexual orientation<br><input type="checkbox"/> Because of gender identity<br><input type="checkbox"/> Because of religion<br><input type="checkbox"/> Because of disability | <input type="checkbox"/> Because of physical appearance<br><input type="checkbox"/> To impress others<br><input type="checkbox"/> Just to be mean<br><input type="checkbox"/> Gang related<br><input type="checkbox"/> Gang recruitment<br><input type="checkbox"/> Human trafficking/Prostitution recruitment<br><input type="checkbox"/> Because of another reason (specify) _____<br><input type="checkbox"/> The reason is unknown |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6. Where did the incident happen (choose all that apply)?
- |                                             |                                                                                                                           |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> On school property | <input type="checkbox"/> At a school-sponsored activity or event off school property                                      |
| <input type="checkbox"/> On a school bus    | <input type="checkbox"/> On the way to/from school* <input type="checkbox"/> Via Internet- sent on or off school property |

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

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

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension/expulsion
- Behavior contract
- Alternative placement/setting
- Plan of Support to include a "go to" adult in the school
- Community Service
- Separation from other student to include transfer or change in schedule
- Meeting with Resource Officer
- Referral to Counselor or Therapist
- Other (specify) \_\_\_\_\_

8. 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

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

10. 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? \_\_\_\_\_

11. 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

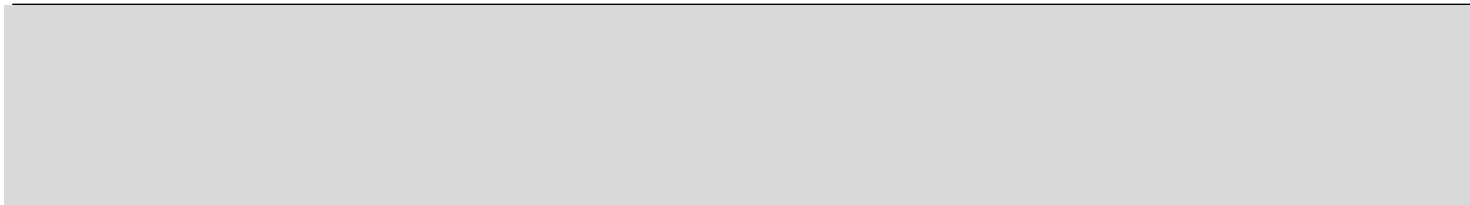
12. Additional pertinent information gained during the interview:

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

13. Investigator notes: \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **1. STUDENT REPORTING PROCEDURES:**

The Board of Education desires to have complaints resolved quickly and decisively. Students who believe they have been bullied, harassed, or intimidated are encouraged to act promptly to make an attempt to resolve the concern.

- A. The student should immediately inform a teacher, school counselor, an administrator, or any staff member of the situation. If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age appropriate way of doing so.
- B. The administrator or their designee should promptly have a student complete a “Bullying, Harassment, or Intimidation Form” (see administrative procedure) and investigate to determine the validity of the allegations and then notify both parents (victim and offender) of the situation immediately.. . If a third party gives a verbal complaint, a written statement will be obtained from the student in his or her own words identifying the alleged harasser (s) and circumstances.
- C. Administrators and/or their designee are required to keep accurate documentation of all bullying, harassment, or intimidation reports. Documentation should include dates, places, specific behaviors, the alleged victim’s responses and any witnesses. Students are permitted and encouraged to have a parent, and or staff member with them for support during any step of this procedure.
- D. If the allegation is of a sexual matter, the building administrator or designee and/or the complainant (or his/her parent or guardian), should request that the district’s Title IX Officer be informed of the allegation and/or investigate findings to determine the system response to the allegation.
- E. Student complaints against a staff member or any school official will be initially investigated by the school principal or designee in consultation with the Human Resources Director. If applicable, the Principal and/or the Human Resources Director will ensure that all illegal behaviors are reported to the appropriate social service and/or law enforcement agency.
- F. Students with the help of an administrator, school counselor, and/or teacher may choose to handle the situation informally. The staff shall always inform complainants and their parents of their right to and the process for filing a formal complaint and make sure the principal and school counselors are aware of the complaint.
- G. The Principal or designee will conduct separate conferences with the victim and offender no later than two weeks after the investigation to determine whether the bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented. These conferences may occur as part of the counseling intervention. A second follow-up conference or conversation will be held with the victim four weeks after the initial follow-up conference to determine if the bullying, harassment, or intimidation has ceased. If it is determined that the act of bullying, harassment, or intimidation is a delinquent act, the administrator/designee should promptly report the incident to the local law enforcement agency according to Code of Maryland Regulations (COMAR) 13A.08.01.15.
- H. The Student Services department will be notified of any complaint that cannot be resolved at the school level. Principals or the designee should send a copy of all reports of allegations of bullying, harassment, or intimidation to the Student Services office.
- I. The office of Student Services will collect, maintain, and provide summary information to schools and the Maryland State Department of Education (MSDE).

## 2. INVESTIGATION PROCEDURES:

### A. INFORMAL RESOLUTION:

In the event of a minor incident, the school can offer the student and parent the opportunity for an informal resolution (**must be documented**). If the student and parent elect to handle the situation informally the student may choose with the assistance of an administrator or designee to address the situation by:

- B. Speaking directly to the harasser. State the behavior and request that the behavior stop. Tell the harasser such behavior is offensive, inappropriate and is not welcome; or
- C. Writing a note or letter to the harasser identifying the behavior and request that the behavior stop, tell the harasser such behavior is offensive, inappropriate and is not welcome; and/or
- D. Informally seeking a staff member (neutral third party) to discuss the situation and to seek options for resolution. Following the discussion, determine whether and how to pursue the matter. Utilize the peer mediation program to discuss their concerns (this should only be used if parents & counselors are in agreement)
- E. Following discussions with a third party, the victim may choose to pursue one of the procedures listed below:
  - (1) Discussion with the alleged harasser by the victim and the third party.
  - (2) Discussion with the alleged harasser by the third party alone.
  - (3) Decide that involving a third person is not likely to resolve the harassment and the complainant, parent, guardian or district may elect to pursue the matter through formal steps.

## 3. FORMAL RESOLUTION STEPS:

These steps can begin either following, or in lieu of, the use of informal attempts at resolution.

- A. Present “Bullying, Harassment, or Intimidation Form” to a building administrator or designee. Facts presented will include specific times, dates, locations, incidents, etc. The building administrator or designee must respond to the complaint within 2 days after receipt of a reporting form or as a timely as possible for school administration. Options given will be responsive to the individual situation and may focus on both short and long term solutions in accordance with Somerset Board Policy #600-17, *Student Discipline*.
- B. The building administrator or designee must conduct an investigation that may consist of personal interviews with the complainant, the individual against whom the complaint is filed and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Material records or evidence will not be discarded while a criminal investigation or prosecution resulting from the incident is ongoing.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school administrator should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the content in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the policy

requires a determination based on all facts and surrounding circumstances.

- D.** Although reports of sexual harassment or intimidation and the investigation are to be kept in the strictest confidence, if at all possible, the district's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- E.** In order to implement the anti-retaliation provisions of this policy, the district may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or others pending a completion of an investigation.
- F.** When the investigation is complete, the building administrator or Title IX Officer shall complete a full written report of the complaint and the results of the investigation. This report will include:
  - (1) that there was inadequate evidence to conclude harassment occurred;
  - (2) corrective actions that the school/district intends to take; and/or
  - (3) that the investigation is incomplete to date and will be forthcoming
- G.** Any complaint that cannot be resolved at the school level should be forwarded to the Superintendent or designee.
- H.** The Superintendent of Schools or designee may conduct an investigation regardless of the complainant's interest in filing a formal complaint.