

# BALTIMORE CITY PUBLIC SCHOOLS

## BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

**DIRECTIONS:** Complete this form if you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, bystander, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation. Return the completed form to the Principal at the alleged student victim's school. Contact the school for additional information or assistance at any time. Bullying, harassment, or intimidation are serious and will not be tolerated.

This form is to be confidentially maintained in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. For more information, please see [Board Policy JICK – Bullying, Harassment, or Intimidation of Students and Administrative Regulation JICK-RA; JBA – Discrimination-Students](#) and [Administrative Regulation JBA-RA; and Board Policy JBB – Sex-Based Discrimination-Students](#) and [Administrative Regulation JBB-RA](#).

### **DEFINITIONS:**

*Bullying* – 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. To be considered *bullying*, the behavior must meet the bullying, harassment, or intimidation four-part test, set forth in Maryland law, and 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).

*Bullying, Harassment, or Intimidation Four-Part Test:* For the purposes of [Board Policy JICK] and in accordance with Maryland law, bullying, harassment, or intimidation is 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:

Either:

- i. Motivated by a student's actual or a perceived personal characteristic(s); or
- ii. Sexual in nature, including descriptions or depictions of a student their intimate parts exposed or engaged in an act of sexual contact; or
- iii. Threatening or seriously intimidating; and

Either:

- i. Occurs on school property, at a school-sponsored activity or event, or school bus; or
- ii. Substantially disrupts the orderly operation of a school.

**(PLEASE PRINT ALL INFORMATION)**

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

<b>PERSON REPORTING INCIDENT</b> Name: _____  Telephone: _____ E-mail: _____ Place an <b>X</b> in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/guardian/caregiver of a student <input type="checkbox"/> Close adult relative of a student <input type="checkbox"/> School staff <input type="checkbox"/> Bystander
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**1. Alleged Targeted Student(s)**

Name:	Age:	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. Alleged Offender(s) (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?**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year Month Day Year Month Day Year

**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
- Cyberbullying (social media, text messages, etc.
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening the student, in person or by other means
- Demeaning or making the student the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating, extorting, exploiting the student
- Actions/comments related to the student's disability
- Actions/comments related to the student's perceived sexual orientation
- Actions/comments related to the student's physical appearance
- Gang related/gang recruitment
- Human trafficking/prostitution recruitment
- Gender identity harassment
- Racial/ethnic harassment
- Sexual harassment
- Actions/comments of a sexual nature
- An act or threat of retaliation
- Spreading hurtful rumors or gossip
- Other: \_\_\_\_\_

**6. Where did the incident happen? (Place an X next to the statement(s); choose all that apply)**

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

**7. Describe the incident(s), including what the alleged offender(s) said or did.**

**8. Why do you think the bullying, cyberbullying, harassment, and/or intimidation occurred?**

If you think the alleged motive of the bullying, harassment, or intimidation was motivated by actual or perceived personal characteristics including race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations, please provide detailed information below.

**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?**

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

**Note to Principal/Designee:** If the information on the above form indicates that the incident may be gang-related, you must fill out [JICF-RA Form 1](#) and investigate consistent with the procedures laid out in [Administrative Regulation JICF-RA](#).

#### **Notice of Nondiscrimination**

Baltimore City Public Schools (“City Schools”) does not discriminate in its employment, programs, and activities, based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community’s long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination – Students\)](#), [JBB \(Sex-Based Discrimination – Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination – Employees and Third Parties\)](#), [ACB \(Sexual Harassment – Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries about these nondiscrimination policies, please contact:  
Equal Opportunity Manager, Title IX Coordinator  
Equal Educational/Employment Opportunity and Title IX Compliance Unit  
200 E. North Avenue, Room 208  
Baltimore, MD 21202  
Phone: 410-396-8542   Fax: 410-396-2955  
Email: [eeo-titleixcompliance@bcps.k12.md.us](mailto:eeo-titleixcompliance@bcps.k12.md.us)

OR  
Coordinator – Section 504  
Special Education and Student Supports  
200 E. North Avenue Room 210  
Baltimore, MD 21202  
Phone: 443-462-4247  
Email: [504support@bcps.k12.md.us](mailto:504support@bcps.k12.md.us)

If you believe that you have experienced discrimination in City Schools’ employment, programs, and/or activities, or if you are requesting a reasonable accommodation, please use one of these forms, as appropriate, which also include filing instructions:

- [Student Discrimination Reporting Form](#)
- [Student Bullying, Harassment, or Intimidation Reporting Form](#)

- [Equal Employment Opportunity Complaint Form](#)
- [Reasonable Accommodations Request Form](#)

Discrimination complaints also may be filed with other agencies, such as:

- U.S. Equal Employment Opportunity Commission, Baltimore Field Office, City Crescent Bldg., 10 S. Howard Street, Third Floor, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); or
- U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 1-800-421-3481, 1-800-877-8339 (TDD), [OCR@ed.gov](mailto:OCR@ed.gov), or [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html).

This notice of nondiscrimination is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the City Schools Communications Department, 200 E. North Avenue, Room 317, Baltimore, MD 21202, [communications@bcps.k12.md.us](mailto:communications@bcps.k12.md.us), 410-545-1870.