

**Office of the Deputy Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

**REPORT OF A SERIOUS
SCHOOL INCIDENT**

INSTRUCTIONS: To be submitted by the principal within 24 hours of the telephone report to the Office of School Performance.

PART I — INFORMATION

School name _____ School No. _____ Incident _____ - _____
FY _____ Sequence # _____

Date of incident ____/____/____ Time of incident ____:____ _____
Person Reporting Incident To Principal

Nature of Incident (Check (✓), circle all that apply) See glossary on reverse side.

- | <table border="0"> <tr> <th style="text-align: left;">Check</th> <th style="text-align: left;">Circle Type</th> </tr> <tr> <td><input type="checkbox"/> Accident automobile, bus, student, staff</td> <td><input type="checkbox"/> Fire accidental, arson</td> </tr> <tr> <td><input type="checkbox"/> Assault against staff, against student</td> <td><input type="checkbox"/> Hate/Violence (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Beeper/Cell communications device</td> <td><input type="checkbox"/> Robbery actual, attempted</td> </tr> <tr> <td><input type="checkbox"/> Bomb threat, explosion</td> <td><input type="checkbox"/> Sex Offense (harassment, other, specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Bullying (specify) _____</td> <td><input type="checkbox"/> Theft private property, school property</td> </tr> <tr> <td><input type="checkbox"/> Burglary actual, attempted</td> <td><input type="checkbox"/> Trespassing non-student, suspended student</td> </tr> <tr> <td><input type="checkbox"/> Bus actual, attempted</td> <td><input type="checkbox"/> Vandalism private property, school property, graffiti</td> </tr> <tr> <td><input type="checkbox"/> Drugs/Alcohol distribution, possession, use</td> <td><input type="checkbox"/> Verbal Abuse of staff, student, other _____</td> </tr> <tr> <td><input type="checkbox"/> Equip. Malft. (specify) _____</td> <td><input type="checkbox"/> Weapon knife, gun, other _____</td> </tr> <tr> <td><input type="checkbox"/> Extortion actual, attempted</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> </table> | Check | Circle Type | <input type="checkbox"/> Accident automobile, bus, student, staff | <input type="checkbox"/> Fire accidental, arson | <input type="checkbox"/> Assault against staff, against student | <input type="checkbox"/> Hate/Violence (specify) _____ | <input type="checkbox"/> Beeper/Cell communications device | <input type="checkbox"/> Robbery actual, attempted | <input type="checkbox"/> Bomb threat, explosion | <input type="checkbox"/> Sex Offense (harassment, other, specify) _____ | <input type="checkbox"/> Bullying (specify) _____ | <input type="checkbox"/> Theft private property, school property | <input type="checkbox"/> Burglary actual, attempted | <input type="checkbox"/> Trespassing non-student, suspended student | <input type="checkbox"/> Bus actual, attempted | <input type="checkbox"/> Vandalism private property, school property, graffiti | <input type="checkbox"/> Drugs/Alcohol distribution, possession, use | <input type="checkbox"/> Verbal Abuse of staff, student, other _____ | <input type="checkbox"/> Equip. Malft. (specify) _____ | <input type="checkbox"/> Weapon knife, gun, other _____ | <input type="checkbox"/> Extortion actual, attempted | <input type="checkbox"/> Other (specify) _____ | |
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PART II — DESCRIPTION OF INCIDENT

Describe incident and attendant circumstances (Use MCPS Form 336-01: *Addendum to MCPS Forms* if additional space is necessary.)*

*MCPS Form 336-01: *Addendum to MCPS Forms* completed: Yes No If Yes, attach.

PART III — ACTION TAKEN

Person(s) and/or agency(s) contacted:

- School Administration Parents Area Maintenance
 Area Transportation
 Other Agency (specify) _____

Conference Held: Yes No

If "Yes," date ____/____/____

Participants _____

Requested emergency service(s):

- Fire Department Police Department
 Protective Services Rescue Squad
 Other (specify) _____
 Evidence turned over to police/fire
 Receipt received (specify) _____

Community Notified (attach notification): Yes No

MCPS Form 560-6: *Report of Suspension* filed:

Yes No If "Yes," how many _____

MCPS Form 525-2: *Student Accident Report* filed:

Yes No If "Yes," how many _____

MCPS Form 230-5: *Work Order Completed*:

Yes No

Requested assistance:

- Human Relations Compliance Officer
 Student Services Field Office
 Department of Communications EFO

_____/____/____
Signature, Principal *Date*

SERIOUS INCIDENT GLOSSARY

Accident

Any accident resulting in death or serious injury of any person on MCPS property.

Assault

Battery; unlawful beating. Any physical force or violence unlawfully applied to a person. This can include jostling, tearing clothes, seizing, or striking another. (NOTE: non-criminal school *fight* is: "altercation; mutual participation.")

Cell/Beeper

Any portable communication device carried, worn, or stored by an individual to receive or communicate messages.

Bomb

Any device containing combustible material and a fuse.

Bullying

Bullying is intentional negative actions on the part of one or more students, repeatedly and over time, that interfere with a student's ability to participate in or benefit from the school's education programs.

Burglary (breaking and entering)

Unlawful entry into an *unoccupied* school with the intent of committing a felony, or to steal, or to take and carry away the property of another person. (See *Theft*.)

Bus

Related to official MCPS transportation.

Drugs

Any illegal substance, including alcohol, which when taken internally or smoked, causes a change in a person's behavior.

Use:

The appearance to a "reasonable individual" that the subject is acting as if under the influence of a drug while under school jurisdiction.

Possession:

Possessing (in clothing or among personal property) or control (unique knowledge of the location) of drugs or electronic beeper that are illegal according to criminal statutes/school policy.

Distribution:

Transfer of an illegal substance to any other person with or without the exchange of money or other valuables. The category will be used only if the police include distribution among the arrest charges.

Equipment Malfunction

Any service interruption that interferes with normal school operations (plumbing, power, telephones, etc.)

Extortion

Use of "mild" threats or intimidation to demand money or something of value from another. (See *Robbery*.)

Fire

Purposeful (arson) or accidental setting of a fire on school property.

Graffiti

Crude inscriptions or drawings scratched, painted, or sprayed on a surface. (Contact Department of Human Relations if hate/violence is implied.)

Hate/Violence

Any act committed against an individual, institution, or group because of race, religion, ethnic background, or disability.

Robbery

Taking something of value from a person by force or violence, or by putting in fear. (See *Extortion*.)

Sex Offense

Includes offensive touching, rape, indecent exposure, sodomy, fornication, and obscene phone calls.

Theft

Unlawful taking and carrying away of property belonging to another person from an occupied building. (See *Burglary*.)

Trespass

Unlawful entering of the school grounds by persons neither attending nor working at that school (includes suspended students).

Vandalism

Willful or malicious destruction or defacement of public or private property belonging to another.

Verbal Abuse

Offensive or threatening language directed toward staff/students.

Weapon

An implement that can cause bodily harm. This includes knives, razors, clubs, metal knuckles, nunchakus, guns, and any object used as a weapon.