

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.

Check	Circle Type
<input type="checkbox"/> Accident	automobile, bus, student, staff
<input type="checkbox"/> Assault	against staff, against student
<input type="checkbox"/> Beeper/Cell	communications device
<input type="checkbox"/> Bomb	threat, explosion
<input type="checkbox"/> Bullying	(specify) _____
<input type="checkbox"/> Burglary	actual, attempted
<input type="checkbox"/> Bus	actual, attempted
<input type="checkbox"/> Drugs/Alcohol	distribution, possession, use
<input type="checkbox"/> Equip. Malfct.	(specify) _____
<input type="checkbox"/> Extortion	actual, attempted

Check	Circle Type
<input type="checkbox"/> Fire	accidental, arson
<input type="checkbox"/> Hate/Violence	(specify) _____
<input type="checkbox"/> Robbery	actual, attempted
<input type="checkbox"/> Sex Offense	(harassment, other, specify) _____
<input type="checkbox"/> Theft	private property, school property
<input type="checkbox"/> Trespassing	non-student, suspended student
<input type="checkbox"/> Vandalism	private property, school property, graffiti
<input type="checkbox"/> Verbal Abuse	of staff, student, other _____
<input type="checkbox"/> Weapon	knife, gun, other
<input type="checkbox"/> Other (specify) _____	

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) _____

Requested emergency service(s):

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

Requested assistance:

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

☐ **Conference Held:** ☐ Yes ☐ No

If "Yes," date ____/____/____

Participants _____

☐ **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

_____/____/____
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.