



Bullying, Harassment, Intimidation Complaint

Employees, Applicants or Community Members

FCPS Form 309-F01

[Policy 309](#)

Clear Form

Frederick County Public Schools

191 South East Street

Frederick, Maryland 21701

March 2025

COMPLAINANT PERSONAL INFORMATION

First Name: _____ Last Name: _____

Email: _____

Home Address: _____

Home Phone: _____ Mobile Phone: _____

Group (Check one): Employee Applicant Community Member

TYPE OF COMPLAINT

Type of Bullying, Harassment or Intimidation Experienced (*Check all that apply*)

Physical Bullying Verbal Bullying Social Bullying Cyberbullying

Harassment Based on Protected Characteristics* Intimidation Retaliation

NOTE: Sexual harassment is covered under Title IX and a complaint should be filed using the Title IX form.

RESPONDENT INFORMATION

Incident Occurred:

Earliest Date _____ Latest Date _____ Continuing Action

Please list the individual(s) alleged to have engaged in bullying, harassment or intimidation conduct and their work or school location.

Please specifically describe your complaint against the named person(s) in the previous section, including how the person(s) bullied, harassed or intimidated you. Please describe the behavior, comments, or incidents that caused you to file your complaint. (Identify: **Who**, **What**, **When**, and **Where**)

Were there any witnesses to this matter? Yes No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incident(s).

Witness Name: _____ Relationship to you: _____

Phone Number: _____ Email Address: _____

Witness Name: _____ Relationship to you: _____

Phone Number: _____ Email Address: _____

Please identify any administrators, District employees, or law enforcement agency to whom you have reported your concerns:

Administrator District Employee Law Enforcement Agency

Name: _____ Title: _____ Date: _____

Administrator District Employee Law Enforcement Agency

Name: _____ Title: _____ Date: _____

SIGNATURES

I CERTIFY THE INFORMATION ABOVE IS TRUE AND CORRECT

Your Name Printed _____

Your Signature _____ Date _____

Please be aware that the information you provide is considered confidential and will be shared only with those persons who are considered essential to the investigation and disposition of this complaint or have a legitimate right to the information to ensure due process rights. It is the expectation of the Board of Education of Frederick County that those who file a complaint will cooperate in the investigation process.

RETURN COMPLETED FORM TO:

Human Resources

Email: EEO-TitleIX@fcps.org

Frederick County Public Schools

191 South East Street

Frederick, MD 21701

301-644-5081

***Protected Characteristics Include:**

In Maryland schools, students are protected from bullying, harassment, and intimidation based on certain characteristics as outlined in Maryland law (Annotated Code of Maryland, Education Article § 7-424 and § 7-424.1) and state regulations. The protected characteristics include:

- Race
- National origin
- Marital status
- Sex
- Sexual orientation
- Gender identity
- Religion
- Ancestry
- Physical attributes
- Socioeconomic status
- Familial status
- Physical or mental ability or disability

Additionally, bullying, harassment, or intimidation is prohibited regardless of the reason, meaning it does not have to be based on a protected characteristic to be considered a violation.