

Bullying, Harassment, and/or Intimidation submission in Focus SIS

Students are able to electronically submit a Bullying, Harassment, and/or Intimidation form in the Focus SIS portal. Students can log into their Focus student account to access the form to complete. If the student is unable to complete the form electronically or would prefer to remain anonymous, they are able to access the form on the BCPS website [here](#), print, and submit the form to their school administrator in the school or via email.

How to report Bullying/Harassment, and/or Intimidation form in Focus SIS

1. Once logged in the Focus SIS portal, click on the Forms menu and then click on BHI Reporting. See Figure 1.

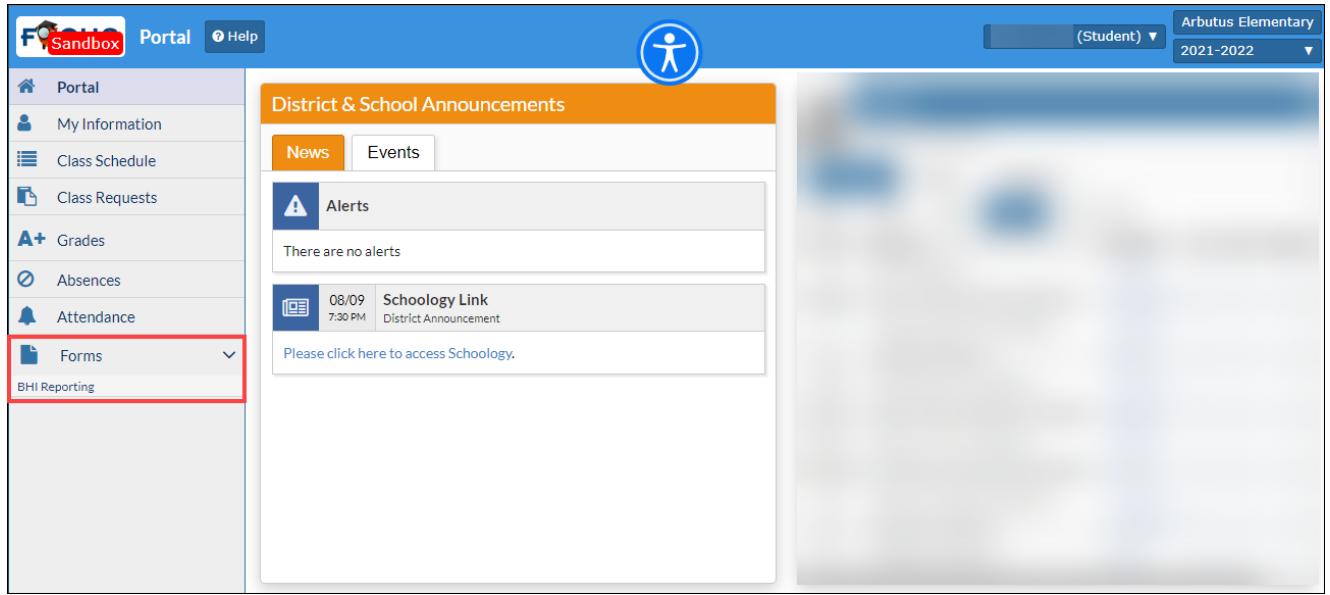


Figure 1

2. The Bullying, Harassment, or Intimidation Reporting form will display. Read the directions for submission, completing all required fields in red. See Figure 2.

A screenshot of the 'Bullying, Harassment, or Intimidation Reporting Form' in the Focus SIS portal. The top navigation bar is blue with the 'Focus Sandbox' logo, 'Focus' text, and a 'Help' button. On the right, it shows '(Student)' and '2021-2022'. The left sidebar is the same as in Figure 1, with 'Forms' and 'BHI Reporting' highlighted. The main content area has a title bar with 'Form', 'Drafts', and 'History' tabs. Below the title bar, there is a 'Title' field with the value '07/14/2022' and three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue), followed by a 'Print' button. The form content area has the title 'Bullying, Harassment, or Intimidation Reporting Form' and a section titled 'Directions:' which contains text explaining the purpose of the form and the roles of students, parents/guardians, and school staff.

Figure 2

- At the bottom of the page, sign the document and click Submit Request. Use the green Save Draft button as needed before submission to school administration. See Figure 3.

Signature: Click to Sign Date:

↶ Start New Draft or 📁 Save Draft or 📤 Submit Request Print

Figure 3

How to view BHI Reporting form drafts and history

- Once logged in the Focus SIS portal, click on the Forms menu and then click on BHI Reporting. See Figure 4.

The screenshot shows the Focus SIS Portal home page. The left sidebar contains a menu with items: Portal, My Information, Class Schedule, Class Requests, Grades, Absences, Attendance, and Forms (highlighted with a red box). Below the Forms menu is a link for BHI Reporting. The main content area has a header 'District & School Announcements' with tabs for News and Events. Below this is an 'Alerts' section stating 'There are no alerts'. A 'Schoolology Link' section provides a link to access Schoolology. The top right of the page shows the user is logged in as a Student at Arbutus Elementary for the 2021-2022 school year.

Figure 4

- On the form, click on the Drafts to view unsubmitted reports and click on History to view submitted reports. See Figure 5.

The screenshot shows the BHI Reporting form in the Focus SIS Portal. The left sidebar is the same as in Figure 4. The main content area has a header 'Bullying, Harassment, or Intimidation Reporting Form'. Above the form title are three tabs: Form, Drafts, and History (all three are highlighted with a red box). Below the tabs is a 'Title' field with the value '07/17/2022'. To the right of the title field are three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue). The top right of the page shows the user is logged in as a Student at Arbutus Elementary for the 2021-2022 school year.

Figure 5

3. To view Drafts, click on the View button next to the draft title. See Figure 6.

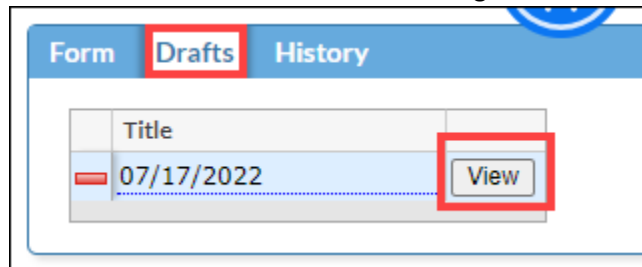


Figure 6

4. To view History of submitted forms, click on the InstanceID. See Figure 7.

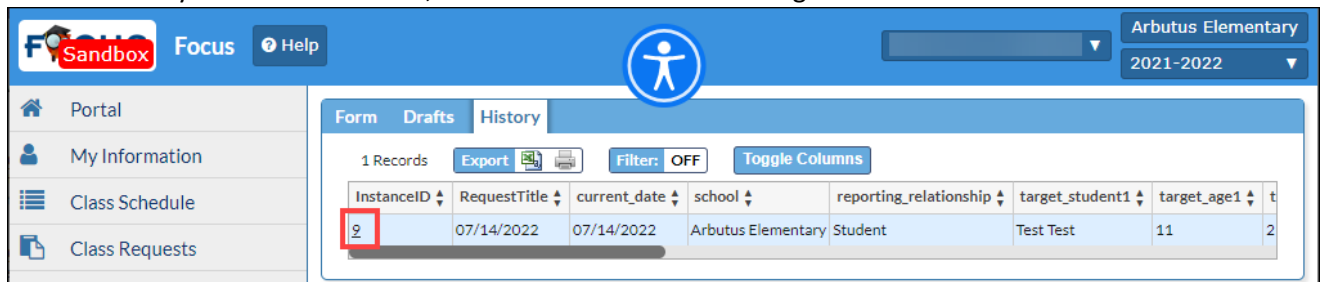


Figure 7