

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

Parents are able to electronically submit a Bullying, Harassment, and/or Intimidation form in the Focus SIS portal. Parents can log into their Focus parent account to access the form to complete. If the parent 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.

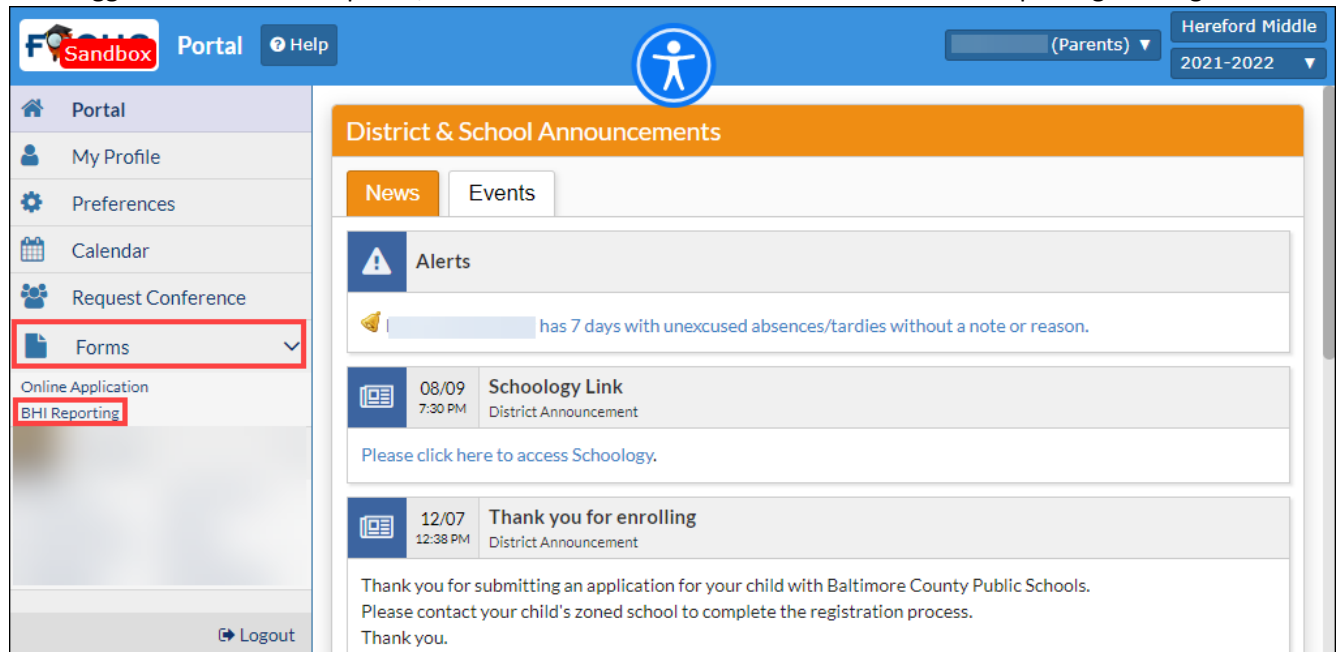


Figure 1

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

The screenshot displays the 'Bullying, Harassment, or Intimidation Reporting Form' within the Focus SIS Portal. The sidebar menu is identical to 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 containing '07/17/2022' and three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue). The form title 'Bullying, Harassment, or Intimidation Reporting Form' is centered. Under the heading 'Directions:', the text explains that the form is for reporting incidents of bullying, harassment, or intimidation during the current school year. It specifies that the form should be completed by students, parents/guardians, school staff, or bystanders. The form is partially visible, showing the beginning of the directions section.

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 interface. The left sidebar contains a menu with items: Portal, My Profile, Preferences, Calendar, Request Conference, Forms (highlighted with a red box), Online Application, and BHI Reporting (highlighted with a red box). The main content area is titled "District & School Announcements" and includes sections for News, Events, Alerts, and a list of announcements. The top navigation bar includes the Focus SIS logo, Portal, Help, a user icon, a dropdown menu for "(Parents)", and the school name "Hereford Middle" and the school year "2021-2022".

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 Focus SIS Portal interface with the "Bully, Harassment, or Intimidation Reporting Form" open. The left sidebar contains a menu with items: Portal, My Profile, Preferences, Calendar, Request Conference, and BHI Reporting (highlighted with a red box). The main content area is titled "Bully, Harassment, or Intimidation Reporting Form" and includes a "Title" field with the value "07/17/2022". The top navigation bar includes the Focus SIS logo, Focus, Help, a user icon, a dropdown menu for "(Parents)", and the school name "Hereford Middle" and the school year "2021-2022".

Figure 5

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

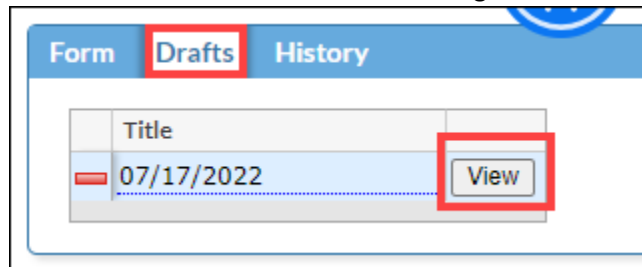


Figure 6

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

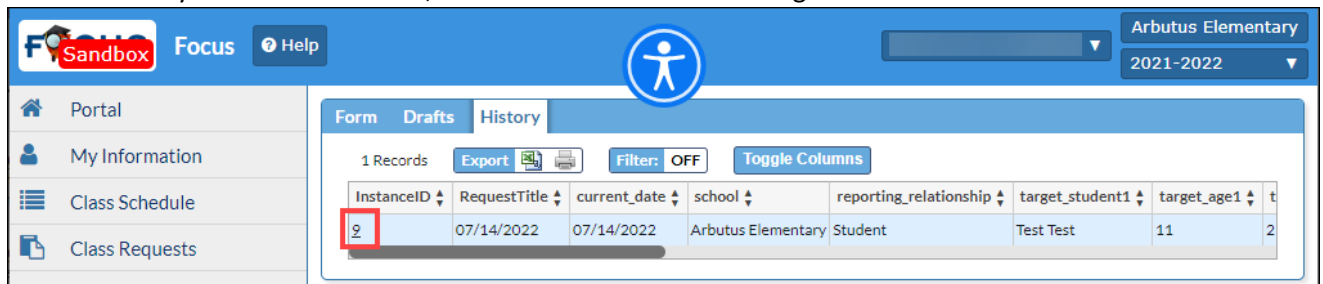


Figure 7