

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 24  
Series 2014-2015

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Chief Operating Officer

Release of Information/Accessibility to Schools –  
Potential Liability or Existing Liability Claims

To: All Staff

From: Camille Jones, Chief Operating Officer

The release of information when someone is injured on school property or at a school sponsored event can present the possibility of potential liability to the school system, so it is important that information related to the incident be released only in accordance with these procedures. It is not the intent of the school system to withhold information, but to provide procedures for disseminating this information and responding to unannounced visits.

If you receive an inquiry or request for information, or request for a site visit concerning an inquiry at a school sponsored event, refer the individual(s) to the Office of Safety, Environment and Risk Management. This includes inquiries from attorneys and insurance adjustors. Media inquiries, however, are to be referred to the HCPSS Director of Communications.

All requests referred to the Office of Safety, Environment and Risk Management will be reviewed and a response will be made to the person submitting the request as well as to school staff.

Please review this information with your staff. Questions may be directed to Ron Miller, Manager of Safety, Environment and Risk Management, 410-313-6739 or [rmiller@hcpss.org](mailto:rmiller@hcpss.org).

CJ/RAM/fhl