

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

Circular No. 18  
Series 2015-2016

September 29, 2015

Chief Operating Officer

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

To: All Staff

From: Camille B. 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 liability to the school system. Therefore, it is imperative that information related to the incident be released only in accordance with these procedures.

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

All requests that are 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 Terry Street, Manager of Safety, Environment and Risk Management, 410-313-6739 or [terry\\_street@hcpss.org](mailto:terry_street@hcpss.org).

CBJ/TS/bvm