

September 13, 2018

Office of Equity Assurance

Processing of Complaints Associated
with HCPSS Policy 1020 Sexual Discrimination

To: All Staff

From: Anne Roy, Title IX Coordinator/ Manager, Office of Equity Assurance

In December 2017, Superintendent Martirano put forth a strong statement regarding sexual misconduct, in which he stated:

I want to encourage every person in HCPSS to speak out against sexual harassment and assault and to report it. I will stand by your side to put an end to the harassment you are experiencing.

Howard County Public School System has reiterated its position with regard to creating an environment that respects all stakeholders by advancing very specific language in Board of Education [Policy 1020, Sexual Discrimination](#). This policy details the behavioral expectations of students and staff as well as processes for reporting unwanted inappropriate acts of harassment or assault.

To that end, this memorandum serves as a reminder of several key legal and policy requirements for those involved in the processing, investigating, and/or resolving of sexual misconduct and sexual discrimination complaints.

1. The Title IX Coordinator shall be notified of all complaints that allege a possible violation of Policy 1020 at the onset of any investigation.
2. All parties are to receive prompt written notification of the outcome of the investigation. The school-based administrator or the individual assigned to investigate the complaint shall prepare and send to the complainant and the respondent a written report within fifteen (15) calendar days of commencing the investigation.
3. During the course of an investigation, the District's fact finding may be temporarily suspended while a law enforcement agency is gathering evidence. Upon notification from law enforcement that the agency has completed its evidence gathering process, the District will promptly resume its investigation. The law enforcement agency's evidence gathering process typically takes between three and ten calendar days, but may be longer in certain circumstances.

Additional information regarding reporting and Title IX Compliance may be found at <https://www.hcpss.org/schools/sexual-discrimination-harassment/>.