

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

Circular No. 31  
Series 2019-2020

October 29, 2019

Division of Operations

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

To: All Staff

From: Scott W. Washington, Acting Chief Operating Officer

The release of information when someone is injured on school property or at a school-sponsored event can present potential liability to the school system. Therefore, it is important that information related to the incident be released only in accordance with these procedures.

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

All requests referred to the Office of Safety and Security (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 the Office of Safety and Security (Risk Management) at 410-313-6739.

SWW/PvG/vw