



UNITED STATES DEPARTMENT OF EDUCATION  
 OFFICE FOR CIVIL RIGHTS  
 THE WANAMAKER BUILDING, SUITE 515  
 100 PENN SQUARE EAST  
 PHILADELPHIA, PA 19107-3323

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OCR Case

March 26, 2015

IN RESPONSE, PLEASE REFER TO: 03091226

Dr. Renee A. Foose  
 Superintendent  
 Howard County Public School System  
 10910 Route 108  
 Ellicott City, MD 21042

RECEIVED APR 07 2015 /ka  
 Kathy update DB+file Thanks

Dear Dr. Foose:

The U.S. Department of Education (the Department), Office for Civil Rights (OCR) has completed its review of the Howard County Public School's (the District) November 17, 2014 monitoring report which was submitted to OCR pursuant to the Resolution Agreement (Agreement) signed by the District on February 21, 2013 to resolve the allegations in the above-referenced complaint.

**Sexual Discrimination/Sexual Harassment Grievance Procedures**

In OCR's September 5, 2014 monitoring letter to the District, we identified one remaining deficiency in the District's sexual discrimination/sexual harassment grievance procedures. Specifically, we noted that, while Section IV of 1020-PR included examples of the available remedies to end the detrimental effects of harassment on the complainant and others, Policy 1020 did not include the same language. We therefore requested that the District revise Policy 1020 and provide a copy to OCR in its next monitoring report. In its November 17, 2014 monitoring report, the District provided its updated Policy 1020, at Section III R, which is now consistent with Section IV of Policy 1020-PR, and therefore meets the requirements of Action Step #1.m. Therefore, the District's policies and procedures are now approved by OCR. ✓

In accordance with Action Step and Reporting Requirement #2, the District must now adopt and implement the approved procedures. As a reminder, the District is required to provide written notice of the revised grievance procedure to all students, parents/guardians and employees, together with information on how to obtain a copy of the grievance procedures. At a minimum, the District should make this notification through the District website, electronic mail messages to employees and students, any regularly issued newsletters (in print or online), as well as by any other additional means of notification the District deems effective to ensure that the information is widely disseminated. Please provide documentation of your implementation of Action Step #2 in your next monitoring report, including copies of the written notices issued to students and employees, a description of how the notices were distributed, copies of the revised student and employee handbooks and a link to the District's webpage where the revised procedures are located. ✱

**Notice of Nondiscrimination**

In OCR’s September 5, 2014 monitoring letter to the District we asked that the District provide documentation demonstrating that its electronic and printed publications of general distribution were revised to contain the revised notice of nondiscrimination in accordance with Action Step #4. In its November 17, 2014 monitoring report, the District provided evidence that it has updated its website, its grade specific common core handouts, the 2014/15 Student and Parent Handbook and its sexual harassment, bullying, and registration brochures with the approved notice of nondiscrimination language. Therefore, the District has satisfied its obligation under Action Step #4 and no additional monitoring is required of this provision of the Agreement. ✓

**Title IX Coordinator**

In our September 5, 2014 monitoring letter, OCR reminded the District of its obligation under Reporting Requirement #6 to provide OCR with documentation regarding any activities it has held to raise Title IX awareness within the District, including a description of each activity, the names and titles of the individuals who organized the activity, information and documentation regarding who was invited to attend the activity, copies of any materials used to publicize the activity, copies of any materials distributed at the activity and an estimated head count of the number of people in attendance.

In the District’s November 17, 2014 monitoring report, it provided documents and slides to support several activities that it provided to faculty, staff, and leadership interns. The District provided information regarding the following activities:

Date	Activity Name	Organizers	Invited Attendees	Publicized Materials	Materials Distributed	# Attend
2/2014	Sexual Harassment Training	The Facilitator, Office of Professional & Organizational Development; and Title IX Coordinator	Leadership Interns	Training power point slides	Training power point slides	20
4/2014	Title IX Training, Webinar entitled School Discipline Guidance and Title IX	Title IX Coordinator; Executive Director, School Administrator; Elementary, Middle and High Directors	Title IX Coordinator, and identified school system personnel	Slides on the following: Overview of OCR and DOJ, How the Discipline Guidance Interacts with Title IX, Positive and Behavior Intervention Strategies, and The Role of Title IX Coordinators	Slides on the following: Overview of OCR and DOJ, How the Discipline Guidance Interacts with Title IX, Positive and Behavior Intervention Strategies, and The Role of Title IX Coordinators	5
6/2014	Sexual Harassment Training	Title IX Coordinator; and the Executive Director, School Administration	Assistant Principal’s	None	OCR Training power point and 4 scenarios	100
7/2014	Sexual Harassment Training	Title IX Coordinator; and the Executive Director, School	Principals	None	OCR Training power point and 4 scenarios	31

Date	Activity Name	Organizers	Invited Attendees	Publicized Materials	Materials Distributed	# Attend
		Administration				
8/2014	Sexual Harassment Training Mandatory Meeting	Coordinator of Athletics, School Administrator	Coaches and Athletic Activities Managers	Training PowerPoint, Preventing Sexual Harassment Tips, Sexual Harassment Brochure	Training PowerPoint, Preventing Sexual Harassment Tips, Sexual Harassment Brochure	30
8/2014	Crossing the Line Presentation for New Teachers (review of District sex harassment policies and procedures)	Executive Director, School Administration	New Teachers	Flier announcing new teacher orientations	Boundaries tips, Sexual Harassment brochure, Agenda Booklet, Training PowerPoint	300
8/2014	Sexual Harassment Training	Manager, Custodial Services, Assistant Manager, Custodial Services, Title IX Coordinator	Custodial Supervisors	Boundaries Brochure, Sexual Harassment brochure, Training PowerPoint, 5 scenarios	Boundaries Brochure, Sexual Harassment brochure, Training PowerPoint, 5 scenarios	30
9/2014	Sexual Harassment Annual Meeting – Care and Prevention of Athletic Injuries	Coordinator of Athletics, School Administrator	Coaches and Athletic Activities Managers	Training PowerPoint, Preventing Sexual Harassment Tips, Sexual Harassment Brochure	Training PowerPoint, Preventing Sexual Harassment Tips, Sexual Harassment Brochure	15
8/2014	Memorandum regarding reporting requirements and forms	Executive Director for Special Education and Student Services, and Specialist for Positive Behavior Supports	Principals and Assistant Principals		Policy 1060, brochures for bully prevention, 2014-15 Student Handbook, Harassment PowerPoint	Principals and Assistant Principals
10/2014	Email regarding Policy 1020 Sexual Harassment, Bullying, and Reporting Requirements	Title IX Coordinator	Faculty, Staff, Administrator	None	Policy 1020 and summary of reporting requirements	

The information that the District provided satisfies the District's obligation under Reporting Requirement #6. Therefore, the District has satisfied its obligation under Action Step #5 and no additional monitoring is required of this provision of the Agreement. ✓

**Training for Title IX Coordinator and District Personnel**

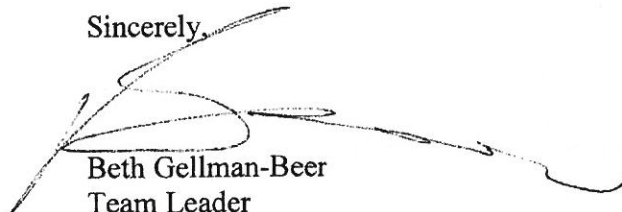
In our September 5, 2014 monitoring letter to the District we requested that the District provide a list of staff members who attended the April and June 2014 training provided by OCR, and also identify the individuals at the District who are directly responsible for processing, investigating, and/or resolving complaints of sex discrimination. In addition, we requested that the District provide documentation concerning the upcoming classroom and online training, including the dates of that training, the names and titles of the attendees, and copies of any materials that were used in the training. The District provided a list of the individuals who are responsible for investigation and resolving complaints of discrimination. The list included the principals and assistant principals from each school, individuals in the Office of Special Education, and staff members located in the Central Office. The District also provided a sign-in sheet listing the name, school and signature of the individuals that attended the June training, but did not provide documentation identifying the individuals who attended the April training. Please provide this documentation in your next report. ✱

Our September 5, 2014 monitoring letter also requested, pursuant to Action Step #9, that the District to develop an ongoing Title IX training program, that it will provide to all District staff, which shall recur on an annual basis to ensure that administrators, staff and coaches receive adequate training each year. OCR requested that the District provide its newly developed Title IX training program, for review and approval, in accordance with Reporting Requirement #8. The District provided a draft document entitled "*Addressing Sexual Discrimination, Webinar 2015.*" The webinar contains all of the required components for addressing Title IX Sexual Harassment complaints, and is in accordance with the District's approved grievance procedures. The District also provided a copy of its online training entitled "*HCPSS Sexual Harassment: Staff to Staff (Full Course)*" which includes sexual harassment in the workplace and provides scenarios as well as a quiz at the session's conclusion. The training includes all mandatory components of Title IX and the District's grievance procedures. Based upon our review of the ongoing Title IX training program, we have concluded that District has satisfied its obligation under Action Step #9 and no additional monitoring is required of this provision of the Agreement. ✓

The District's next monitoring report is due to OCR by May 26, 2015.

If you have any questions, please contact Victoria Springs at (215) 656-3249 or by email at: victoria.springs@ed.gov.

Sincerely,



Beth Gellman-Beer  
Team Leader

cc: Becky Salerno, Manager of the Office of Equity Assurance