

PROCEDURE TITLE: PROCEDURES RELATING TO TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND ITS IMPLEMENTING REGULATIONS		
ADOPTION/EFFECTIVE DATE: October 12, 2015	MOST RECENTLY AMENDED: October 1, 2026	MOST RECENTLY REAFFIRMED: January 13, 2023
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Equity and Non-Discrimination		

I. Purpose

Harford County Public Schools (HCPS) is committed to providing a safe, secure, and orderly teaching, learning, and working environment free of sex-based discrimination, including sexual harassment, for both HCPS students and staff. The purpose of this document is to outline the processes, including the Title IX Grievance Procedure, for a HCPS student or staff member to address an allegation of sexual harassment occurring within HCPS educational programs and activities and as defined by Title IX of the Education Amendments of 1972.

While all forms of sex-based discrimination, including sexual harassment, are prohibited in HCPS, the purpose of this Title IX Procedure is to address sexual harassment by providing a process for reporting and investigating such claims and reaching a final determination of responsibility. While HCPS must respond to all “reports” it receives of sexual harassment, the Title IX process is initiated only by filing a formal complaint. If the Title IX process is not required, the report of sexual harassment will be managed pursuant to HCPS policies and procedures and in accordance with applicable law.

II. Definitions

The definitions below shall be updated from time to time pursuant to changes in law or practice.

- A. **Advisor** is a parent, guardian, or any person chosen by the Complainant or the Respondent to represent them and their interests throughout the grievance procedures. An advisor does not need to be an attorney.
- B. **Complainant** is an individual, either student (K-12) employee, or other member of the HCPS school community who is alleged to be the victim of conduct that could constitute sexual harassment.
- C. **Complaint** means an oral or written report or notification to the recipient that objectively can be understood as a request for the recipient to investigate and

make a determination about alleged discrimination under Title IX or its regulations.

- D. **Consent** means a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior mutually. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Consent may be expressed either by affirmative words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. Consent may be withdrawn at any time. Consent cannot be obtained by force, threat, coercion, fraud, manipulation, reasonable fear of injury, intimidation, or through the use of one's mental or physical helplessness or incapacity. Consent cannot be implied based upon the mere fact of a previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- E. **Days** means business days unless specified otherwise.
- F. **Decisionmaker** means the HCPS official responsible for making a determination of responsibility in response to an investigation of sexual harassment triggered by a Formal Complaint.
- G. **Designee** means a person who is assigned to perform a specific duty or a role as it relates to the Title IX grievance process.
- H. **Disciplinary Sanctions** mean consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the recipient's prohibition on sex harassment.
- I. **Education Program or Activity** means all operations of HCPS, which includes locations, events, or circumstances over which HCPS exercises substantial control over both the Respondent and the context in which sexual harassment is alleged to occur. This includes, but is not limited to conduct or circumstances over which HCPS exercises disciplinary authority over the Respondent; academic, educational, extracurricular, athletic, and other programs or activities of schools, regardless of the location (within the United States) and online activity that occurs on computer and internet networks, digital platforms, and computer hardware and software owned or operated by, or used in the operations of, HCPS, and conduct which occurred outside of an HCPS education program or activity or outside of the US which is alleged to be contributing a hostile environment within programs or activities controlled by HCPS.
- J. **Evidentiary Standard** - The "Preponderance of the Evidence" Standard is the evidentiary standard to be used during the investigation and final determination

of a Formal Complaint. The Preponderance of the Evidence means that the evidence shows that the alleged action is more likely to have occurred than not.

- K. **Formal Complaint** is a written document filed and signed by a Complainant or the Title IX Coordinator alleging sexual harassment against a Respondent and requests that HCPS investigate the allegations of sexual harassment.
- L. **Grievance Process** means the process of formal investigation and resolution pursued in response to filing a formal complaint alleging sex-based discrimination or sexual harassment under Title IX.
- M. **HCPS** means Harford County Public Schools. HCPS may also be referred to herein as “recipient.”
- N. **Informal Resolution Process** is offered to the Complainant and the Respondent after a Complaint has been filed as a mechanism to resolve a complaint prior to its final determination of responsibility. Both the Complainant and the Respondent must consent to participate in the Informal Resolution Process. Informal resolution of a Complaint is prohibited when the Complaint involves allegations of an HCPS employee sexually harassing a student.
- O. **Investigative Report** means a written account of the Investigator’s findings in response to a Formal Complaint.
- P. **Investigator** means the school system official responsible for investigating and responding to a Formal Complaint.
- Q. **Member of School Community** means:
 - i. Board of Education member.
 - ii. Any employee of HCPS.
 - iii. Any HCPS volunteer.
 - iv. A student.
 - v. Any other person who participates in educational programs or activities of HCPS or is present on HCPS grounds or premises and is under the authority or control of HCPS.
- R. **Parental Status** means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but incapable of self-care because of a physical or mental disability, is: (1) A biological parent; (2) An adoptive parent; (3) A foster parent; (4) A stepparent; (5) A legal custodian or guardian; (6) In loco parentis with respect to such a person; or (7) Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- S. **Party** means a Complainant or Respondent.

- T. **Pregnancy or Related Conditions** means (1) Pregnancy, childbirth, termination of pregnancy, or lactation; (2) Medical conditions related to pregnancy, childbirth, termination or pregnancy, or lactation; or (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- U. **Remedies** means individualized measures provided to a Complainant designed to restore or preserve the Complainant's equal access to the education program and school system activities when a Respondent is found responsible for sexual harassment.
- V. **Removal** means requiring a Respondent to relocate or discontinue their attendance or participation in an HCPS education program or activity on an emergency basis.
- W. **Report** means verbal or written communication in which any person notifies the Title IX Coordinator/Designee of sexual harassment.
- X. **Reporter** means a person who submits a report.
- Y. **Respondent** means a person who is alleged to have violated the recipient's prohibition on sexual harassment.
- Z. **Retaliation** means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- AA. **Sex-based Discrimination** occurs when, within a HCPS education program or activity, a Complainant is denied or limited in the ability to participate in or benefit from HCPS services, activities, or opportunities on the basis of sex, to include gender, sexual orientation, and gender identity.
- BB. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:
 - i. ***Quid pro quo harassment.*** An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or

- ii. ***Hostile environment harassment.*** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe and pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - A. The degree to which the conduct affected the Complainant's ability to access the recipient's education program or activity;
 - B. The type, frequency, and duration of the conduct;
 - C. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
 - D. The location of the conduct and the context in which the conduct occurred; and
 - E. Other sex-based discrimination in the recipient's education program or activity; or
- iii. ***Specific offenses.***
 - A. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - B. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship;
 - C. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. Shares a child in common with the victim; or
 - iv. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - D. Stalking meaning engaging in a course of conduct directed at a

specific person that would cause a reasonable person to:

- i. Fear for the person's safety or the safety of others; or
- ii. Suffer substantial emotional distress.

CC. **Student with a Disability** means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B), or a child with a disability defined in the Individuals with Disabilities Education Act, 20 U.S.C. 1401(3).

DD. **Supportive Measures** means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to: (1) Restore or preserve that Party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or (2) Provide support during the recipient's Title IX Process or during an Informal Resolution Process.

Supportive measures available to the Parties include, but are not limited to, counseling, mental health services referral, extensions of deadlines, escort services, mutual restrictions on contact between the parties, and other similar measures determined by school officials to be necessary to protect the safety or educational or employment activities of a Party. For students, supportive measures may also include other course-related adjustments and work or class schedule modifications. For staff, supportive measures may also include changes in work locations, leaves of absence, and increased security and monitoring.

EE. **Title IX** means Title IX of the Education Amendments of 1972, codified at 20 U.S. Code Section 1681, et seq. and its implementing regulations as amended and codified at 34 Code of Federal Regulations (CFR) Part 106.1, et seq. which, in pertinent part, prohibit discrimination on the basis of sex in employment and education with respect to access to facilities, programs, or activities and prohibit sexual harassment.

FF. **Title IX Coordinator** is defined to mean the individual designated by HCPS to:

- i. oversee the HCPS response to sexual harassment reports and complaints, and identify and address any patterns or systemic problems revealed by such reports and complaints;
- ii. coordinate, conduct, and/or delegate sexual harassment investigations;
- iii. oversee, review content, and, in collaboration with other HCPS offices, develop the training plan, and conduct training for all responsible employees on sexual harassment issues;
- iv. ensure that appropriate policies are in place for responding to complaints

- of sexual harassment against faculty, staff, and students;
- v. work with local law enforcement to ensure coordinated responses to sexual harassment cases;
- vi. maintain accurate documentation and logs related to the Maryland State Department of Education (MSDE) reports; and,
- vii. receive all reports of sexual harassment and maintain all records related to Title IX sexual misconduct.

GG. **Witness** means a person who may have knowledge of the allegations and who may be interviewed by investigative staff.

III. Complaints

- A. Sexual harassment is prohibited in HCPS, its properties, activities, programs, and employment, whether occurring on HCPS premises, HCPS-controlled properties, or at activities or functions supervised and sanctioned by HCPS.
- B. Conduct is not sexual harassment for purposes of this policy if the conduct occurred
 - i. Outside the United States or
 - ii. Under circumstances in which the school system did not have substantial control over both the harasser and the context in which the harassment occurred.
- C. Conduct determined not to meet the definition above may violate other board policies or established standards of conduct and will be treated accordingly. For example, conduct that does not meet the definition of Title IX sexual harassment above may violate other board policies, including the student code of conduct. Nothing in this procedure is intended to limit discipline for violating other board policies/procedures when appropriate and consistent with the law.

IV. Procedures

A. General Guidance Regarding the Title IX Process

- a. HCPS will treat Complainants and Respondents equitably.
- b. HCPS requires that any Title IX Coordinator, Investigator, or Decisionmaker not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. A Decisionmaker cannot be the same person as the Title IX Coordinator or Investigator.
- c. HCPS presumes that the Respondent is not responsible for the alleged sex harassment until a determination is made at the conclusion of its

grievance process.

- d. HCPS allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the Parties that provides the reason for the delay. Parties will be sent an email detailing the reason for extension and the revised timeline.
- e. HCPS will take reasonable steps to protect the privacy of the Parties and witnesses during its grievance process. These steps will not restrict the ability of the parties to present evidence, consult with their family members, confidential resources, or advisors; or otherwise preparing for or participating in the Title IX Procedures. The Parties shall not engage in retaliation, including against witnesses.
- f. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by HCPS to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
 - 1. Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - 2. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless HCPS obtains that Party's or witness's voluntary, written consent for use in its grievance process; and
 - 3. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based discrimination. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based discrimination or preclude a determination that sex-based discrimination occurred.

B. Making a Report

a. Title IX Coordinators

a. The Title IX Coordinators are tasked with ensuring all allegations of sexual harassment are addressed promptly, equitably, and appropriately. The Title IX Coordinators' responsibilities are critical to developing, implementing, and monitoring meaningful efforts to comply with HCPS policies and procedures, and federal Title IX regulations. The following staff serve as the HCPS Title IX Coordinators for the school system: Ken Miller, designated for student matters, and Dr. Renee McGlothlin, designated for all other members of the school community.

Contact information for the Title IX Coordinators is below.

To file a report involving **students**:

Ken Miller
102 South Hickory Ave
Bel Air, MD 21014
(410)375-0408
Keneth.Miller@hcps.org
TitleIX@hcps.org

To file a report involving **all other members of the school community**:

Dr. Renee McGlothlin
102 South Hickory Ave
Bel Air, MD 21014
(410)809-6087
TitleIX@hcps.org

b. The Title IX Coordinators' duties include:

- i. Understanding HCPS's policies and procedures;
- ii. Training of staff on the Title IX grievance procedures, reporting suspected sexual harassment, and any other procedures used for investigating reports of sexual violence;
- iii. Identifying and addressing any patterns or systemic problems;
- iv. Cooperating with law enforcement and crisis centers;
- v. Coordinating responses to all allegations of sex discrimination, including:
 - A. Implementing supportive measures
 - B. Monitoring outcomes
 - C. Identifying and addressing any patterns

- D. Assessing effects on the HCPS climate
- vi. Being mindful of school culture and climate and collecting and analyzing data on the school climate as appropriate;
- vii. Being available to meet with students, parents and legal guardians, and employees as needed; and
- viii. Avoiding and identifying conflicts of interest.

C. Guidelines Regarding Reporting Complaints

1. Any HCPS employee or school community member with information about conduct that reasonably may constitute sex discrimination, including sexual harassment in an education program or activity as defined in the Title IX Procedure, must report the sex discrimination to the Title IX Coordinator/Designee in person, by telephone, or by electronic mail. If the incident involves students, they may go through their administrator, using the referral process. Reports may be made at any time, including during non-business hours. Failure to report may result in disciplinary action, up to and including termination, being taken against the employee.
2. Any student who believes they are a victim of sexual harassment occurring in HCPS's education programs or activities is encouraged to notify the student's principal or the Title IX Coordinator. Reports may also be made to a teacher, counselor, assistant principal, teacher assistant, or any other school employee.
3. A delay in reporting may result in the loss of relevant evidence, impacting HCPS staff's ability to respond and take appropriate action.
4. Complainants may file anonymously; however, an anonymous Complaint may or may not be processed as determined in the sole discretion of the Title IX Coordinator and pursuant to applicable law.
5. Although HCPS encourages all HCPS students, parents, and community members and requires staff to notify of any conduct that is perceived to violate HCPS policy or Title IX, the Title IX Coordinator will determine if the allegation falls within Title IX regulations. Only incidents falling within the definition of sexual harassment and for which a formal complaint has been initiated will be addressed and resolved through the grievance process. Reports which do not meet the definition of sexual harassment under the Title IX will be addressed through other means, to include HCPS Board policies, procedures, and system guidelines or processes.

D. Title IX Coordinator's/Designee's Response to Report of Sexual Harassment

1. Upon receiving a report of alleged sexual harassment, the Title IX Coordinator/Designee will promptly contact the Complainant (and, if

the Complainant is under the age of 18, the Complainant's parent or guardian) to:

- i. Acknowledge receipt of the report or notice of potential sexual harassment and clarify any allegations, as necessary;
 - ii. Discuss the process of filing a formal complaint;
 - iii. Discuss the school and/or HCPS office's responsibility to provide supportive measures, which are available whether a formal complaint is filed or not, to ensure the Complainant feels safe and secure, maintaining access to the educational or working environment; and,
 - iv. Discuss the next steps in the investigation.
2. If the Respondent is an employee, the HCPS Human Resources Department in consultation with the Title IX Coordinator shall determine if the Respondent shall be placed on administrative leave or reassigned to another position during the investigation of the allegation(s).
3. The Complainant's parents or guardian will be informed of the availability to file a formal complaint if the Complainant is under the age of 18.
4. If the Complainant does not elect to initiate a formal complaint, the Title IX Coordinator will conduct a preliminary review of the report.
 - i. If the Title IX Coordinator considers the nature of the allegation to fall under the prohibitions of Title IX and has the authority to initiate a complaint, the Title IX Coordinator will follow the Title IX Procedure.
 - ii. If the Title IX Coordinator determines the allegation does not fall under Title IX prohibitions but may violate a different Board policy, Superintendent's rule, or student behavioral code, the report will be directed to the appropriate HCPS staff and/or office.
5. Should the Title IX Coordinator suspect the alleged conduct constitutes sexual assault, the Title IX Coordinator will notify the appropriate authorities to include law enforcement and all other appropriate authorities.
 - i. Upon notification to these authorities, the Title IX Coordinator/Designee will suspend the investigation as appropriate until the authorities have completed their fact-finding or confirmed that the school system investigation may move forward. In accordance with the grievance procedures, the Title IX Coordinator/Designee shall notify the Parties of the need to suspend the investigation and the reason for the extension of the timeline.
 - ii. During the investigation and any necessary extension of

the timeline, supportive measures will be provided to both the Complainant and Respondent.

6. The Title IX Coordinator shall also contact the Respondent and inform them of the availability of supportive measures available to them.
7. No HCPS employee, student, or school community member shall retaliate in any way against a person for making a Complaint, testifying, assisting, participating, or declining to participate in any manner in an investigation or complaint proceeding. Individuals who engage in retaliatory actions will be subject to the appropriate and applicable disciplinary process.

E. Title IX Coordinator's Response to Report of Sexual Harassment

1. Filing of a Formal Complaint

- i. Based upon the allegation and information received from the Complainant, the Title IX Coordinator will determine if there was a possible likelihood of sexual harassment, at which point, the Complainant and/or the Complainant's parent(s) or guardian(s) may decide to file a Formal Complaint.
- ii. The filing of a Formal Complaint does not preclude HCPS from responding to the Complaint by applying other HCPS policy violations, such as the Student Code of Conduct or Employee Handbook, or allegations that are not related to sexual harassment. Nonsexual harassment allegations and/or findings shall be promptly reported to the principal of the student and/or the supervisor of the Respondent to process pursuant to the HCPS applicable policies, including its disciplinary policies.
- iii. At the outset of filing the Formal Complaint, the Title IX Coordinator/Designee shall contact the Complainant, or if the Complainant is under the age of 18, the Complainant's parent or guardian, and inform them of the Complaint. The Complainant/parent will be notified that they have an option to contact an Advisor throughout the process. If the Complainant is over the age of 18, the parent and guardian contact will be at the option of the Complainant, provided the Complainant has the capacity to make such a determination.
- iv. If a student complainant and/or the Complainant's parent(s) or guardian(s) elect not to file a formal complaint, the Title IX Coordinator will notify the school, and the incident will be handled at the school level. The Title IX Coordinator may file a formal complaint based on the nature of the incident or a possible pattern of behavior. If the allegations and information received involve sexual harassment of a student by an employee, the Title IX Coordinator must submit a signed, written formal

complaint to initiate a formal investigation, regardless of the Complainant and/or the Complainant's parent's or guardian's consent.

- v. Offer supportive measures to the Complainant and Respondent, as defined in the Definition Section FF. Supportive Measures.
- vi. Once a Formal Complaint has been filed, the Title IX Coordinator/Designee will promptly provide the Complainant with a copy of HCPS' applicable Title IX Policy and Procedure.
- vii. Immediately following the filing of a Formal Complaint, the Title IX Coordinator/Designee will initiate the investigation of the allegations by a trained Investigator.

2. Emergency Removal

- i. A Respondent is subject to removal from the school system's education program and activities, or any part of the program or activities, on an emergency basis if a school-based threat assessment team conducts an individualized safety and risk analysis and determines that removal is appropriate and necessary because the Respondent poses an immediate health or safety threat to any person arising from the allegations of sexual harassment.
- ii. Removing a student from an extracurricular activity is also considered a removal under this subsection where such action would not otherwise constitute a supportive measure.
- iii. Any such removal shall not violate the rights of any person under Section 504 and the Individuals with Disabilities Education Act ("IDEA"). The Respondent shall receive notice of the removal.
- iv. The Title IX Coordinator shall document all emergency removal decisions under this subsection, including the immediate threat to health or safety that justified the removal.
- v. The Respondent shall have the right challenge the removal decision immediately following the removal and the Superintendent shall assign a designee to hear that appeal. The decision shall be issued in writing within ten (10) days of the challenge to the removal.
- vi. Removal may include placing an employee on administrative leave during the course of the investigation.

3. Dismissal of a Formal Complaint

- A. Mandatory dismissal: A formal complaint must be dismissed if the Title IX Coordinator determines the conduct alleged in the formal complaint does not constitute sexual harassment, even if founded, as

defined in the Title IX regulations. Dismissal is required if the conduct alleged in the formal complaint did not occur in a HCPS education program or activity or is against a person not in the United States of America. The Title IX Coordinator will refer the matter to the appropriate HCPS staff or external agency.

- B. Permissive dismissal: A formal complaint may also be dismissed at any time during the investigation if:
- i. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint. The Title IX Coordinator has the authority to continue the formal complaint process should the allegation be deemed appropriate for further investigation.
 - ii. The Respondent is no longer employed by or a student in HCPS. HCPS will proceed with investigative procedures as to the extent it can without the Respondent present, and with the understanding that no disciplinary procedures will be attached to the determination of responsibility. The investigative report for both parties will be maintained.
 - iii. Specific circumstances prevent the Investigator from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint.

4. Notice of Allegations

- A. Written Notification - Upon receipt of a formal complaint, the Title IX Coordinator/Designee must provide written notice to the Complainant and Respondent, if known, informing them that a formal complaint has been filed. The Notice of Allegation shall include, but is not limited to, the following information:
- i. HCPS' Title IX Procedure and any Informal Resolution Process;
 - ii. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties, a description of the evidence provided by witnesses involved in the incident(s), the conduct alleged to constitute sexual harassment, and the date(s) and location(s) of the alleged incident(s); Retaliation is prohibited;
 - iii. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 - iv. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; and
 - v. The Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. [If HCPS provides a description of the evidence: The parties are entitled to an equal

opportunity to access the relevant and not otherwise impermissible evidence upon the request of any Party.]

If, during an investigation, HCPS decides to investigate additional allegations of sexual harassment about the Complainant or Respondent that are not included in the Notice of Allegation provided to the parties, HCPS shall provide notice of the additional allegations to the parties whose identities are known.

5. Informal Resolution

- i. After the filing of a Complaint, but before a final determination regarding responsibility has been made, HCPS may facilitate an informal resolution process that does not involve a full investigation provided that:
 - a. Both parties have been provided written notice disclosing the allegations, the requirements of the informal resolution process, including any Party's rights to withdraw from the Informal Resolution Process and resume the formal grievance process, and any consequences resulting from participating in the Informal Resolution Process, including the records that will be maintained or could be shared; and,
 - b. Both, Respondent and Complainant, provide their voluntary, written consent to the informal resolution process.
 - c. The complaint is not an allegation of employee's sexual harassment of a student.
- ii. The Title IX Coordinator/Designee has the authority to determine if an Informal Resolution Process is appropriate given the allegations. Should the Title IX Coordinator/Designee determine an informal resolution is not appropriate based on the allegations presented, the Informal Resolution Process will be denied, and the Formal Complaint will be resumed.
- iii. The informal process is intended to be flexible while providing a full range of possible outcomes. A facilitator will supervise the informal resolution process and will provide both parties independently, in writing, the proposed terms. Should either Party not agree with the proposed terms or is uninterested in engaging in the process, the Formal Complaint process will be initiated resumed.
- iv. The informal resolution will not require either Party to be present in the same room. Parties are allowed to consult their Advisors or have their Advisors present during the process.
- v. Should the facilitator determine that either Party is not acting in good faith, the facilitator may terminate the informal resolution, and the grievance process will be resumed.

- vi. Both parties and the facilitator will have the opportunity to offer terms as part of the final agreement. The facilitator will draft a final agreement for both parties to review. The facilitator and both parties must agree to all outcomes of the informal resolution. Should there be disagreement or either Party refuses to sign, the final agreement is considered failed, and the grievance process will be resumed.
- vii. The signed final agreement of the informal resolution is binding for both parties and concludes the formal complaint for HCPS.

6. Investigation of a Formal Complaint

- i. HCPS will provide for adequate, reliable, and impartial investigation of all Formal Complaints.
- ii. The burden is on HCPS, not on the Parties, to conduct an investigation that identifies, obtains, and includes sufficient evidence to determine whether sexual harassment occurred.
- iii. HCPS will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.
- iv. HCPS will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible, regardless of relevance.
- v. HCPS will provide each Party with an equal opportunity to access the evidence that is relevant to the allegations of sexual harassment and not otherwise impermissible, in the following manner:
 - a. HCPS will provide the Parties with an equal opportunity to access/review the relevant and not otherwise impermissible evidence upon the request of any Party;
 - b. HCPS will provide at least ten (10) days to respond to the evidence or the accurate description of the evidence; and
 - c. HCPS will take reasonable steps to prevent and address the Parties' unauthorized disclosure of information and evidence obtained solely through the Title IX Process. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex harassment are authorized.
- vi. The Investigator may take additional investigative steps, if warranted, to include posing additional questions to witnesses. Additional investigative steps will be completed in a reasonable time frame.
- vii. Complainant and Respondent may submit written questions to

the other Party. The Investigator shall determine if the submitted questions are proper and seek relevant information. As appropriate, the Investigator shall seek responses to the questions posed by the Parties.

- viii. Upon conclusion of the investigation, a report that summarizes relevant information and evidence is prepared for submission to the Decisionmaker. The Parties have ten (10) days to review the investigative report and submit a response or additional questions for consideration by the Decisionmaker.

7. Questioning the Parties and Witnesses

HCPS's grievance procedures enable the Decisionmaker to question Parties and witnesses to adequately assess a Party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex harassment. The Decisionmaker will email questions to Parties who have two (2) days to respond in writing. If no response is received, the Decisionmaker will proceed with issuing a Written Determination.

8. Written Determination and the Decisionmaker's Role

- i. The written determination regarding responsibility is prepared by a Decisionmaker.
- ii. The Decisionmaker will consider all materials when making a decision regarding the responsibility of the Respondent and apply the preponderance of the evidence standard. The Decisionmaker may ask questions of the Title IX Coordinator during the consideration of the evidence. *Note: Sexual predisposition or prior sexual behavior of the Complainant is not relevant unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.*
- iii. The written determination must include:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. Description of the procedural steps taken from receipt of the formal complaint through the determination;
 - c. Finding of facts regarding the allegations
 - d. A statement of, and rationale for, the result as to each allegation;
 - e. Conclusions regarding the application of Title IX, HCPS policies, procedures, and guidelines to the facts;

- f. Permissible bases for the Complainant and Respondent to appeal and the timeline for initiation of an appeal; and
 - g. Identification of appellate Decisionmaker, who cannot be the same person as the previous Decisionmaker, Investigator, or Title IX Coordinator, who will preside over the appeal.
- iv. The Decisionmaker's written determination regarding responsibility shall be issued within sixty (60) calendar days of the filing of the initial formal complaint to both parties simultaneously, as well as a copy to the Title IX Coordinator. Once a decision has been made, notification will be sent to the parties involved.
 - a. The Complainant and Respondent will be notified that a decision has been reached.
 - b. If Respondent is found to be responsible, Respondent shall be notified of the findings and consequences.
 - c. The school will be notified of the resolution, with details shared on a need-to-know basis and under legal guidance.
 - d. The appeal process is provided.
 - e. Filing of an appeal does not place school discipline or consequences on hold.
- v. The determination becomes final:
 - a. Upon expiration of the applicable appeal period if neither party submits an appeal;
 - b. The day each party is notified, in writing, of the final result of the appeal if one is filed.
- vi. Employees found responsible for sexual harassment are subject to discipline up to and including termination. In addition, the conduct may also be reported to law enforcement as appropriate.
 - a. Substantiated sexual harassment by employees is subject to discipline up to and including termination, and said discipline will be imposed in accordance with the employee's rights under their negotiated agreement or individual employee's contract. An employee recommended for disciplinary action shall have all the applicable rights accorded under Board of Education policies, superintendent's rules, the applicable negotiated agreements, and state law. The right to appeal the discipline is separate from the right to challenge on the enumerated grounds of the decision by the Title IX Decision-Maker. The disciplinary appeal shall be governed by the appropriate procedures in the Education Article of the Maryland Annotated Code and applicable policies and rules.
 - b. Nothing in this procedure shall preclude the school

system from taking disciplinary action against an employee when the evidence does not establish sexual harassment as defined by Title IX, but the conduct violates other Board policies, superintendent's rules, or expected standards of employee behavior outlined in the Employee Handbook. Any disciplinary action will be imposed consistent with the employee's rights under the appropriate negotiated agreement.

9. Procedures for Filing an Appeal

- i. Either Party may file an appeal regarding the determination of responsibility or a dismissal of the Complaint on the following bases:
 - a. Procedural irregularity;
 - b. New evidence that was not presented or available prior for consideration. The submission must support a written request for reconsideration, and the written request must include a compelling reason why the documentation or evidence was not made available during the investigation; or,
 - c. The Title IX Coordinator/Designee, Investigator, or Decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent that would change the outcome.
- ii. The appeal must be received in writing to the appellate Decisionmaker as identified in the written determination and the Title IX Coordinator/Designee within ten (10) days of the determination of responsibility. The appeal must provide in detail the grounds supporting the appeal.
- iii. Upon receipt of the appeal, the appellate Decisionmaker will review the appeal to determine if it satisfies the grounds for filing an appeal. Should it satisfy, the appellate Decisionmaker will notify the other Party in writing when the appeal is filed and simultaneously provide a copy of the appeal materials to each Party.
- iv. The appellate Decisionmaker shall issue a written decision simultaneously to each Party and the Title IX Coordinator/Designee describing the result of the appeal and the rationale for the result.
- v. The appellate Decisionmaker's written decision is final and concludes the grievance process regarding Title IX.

Approved By:

Dyann R. Mack Ed.D.

Dyann R. Mack, Ed. D.
Superintendent of Schools

10/02/2026

Date

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.