Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Administrative Procedures for Policy #1118 (Administration) of the Board of Education Regarding Discrimination in Calvert County Public Schools Investigation and Resolution of Complaints

I. Investigation of Complaints

A. When a student, employee, or community member has an inquiry, concern, or complaint regarding an incident(s) of discrimination on the basis of any protected classification, a written report should be submitted to the principal or supervisor of the individual alleged to have discriminated against the student, employee or community member.

B. It is the policy of Calvert County Public Schools to provide for the adequate, reliable and impartial investigation of all complaints.

II. Title IX, Section 504/ADA, and Age Discrimination Act Coordinator (the "Coordinator")

A. Employee and Third Party Complaints should be addressed to the Director of Human Resources or his/her designee, who has been designated to coordinate Title IX, Section 504/ADA, and Age Discrimination Act compliance efforts.

Contact information:

Director of Human Resources
1305 Dares Beach Road
Prince Frederick, Maryland 20678
443-550-8000

B. Student and Parent Complaints should be addressed to the Director of Student Services or his/her designee, who has been designated to coordinate Title IX, Section 504/ADA, and Age Discrimination Act compliance efforts.

Contact information:

Director of Student Services
1305 Dares Beach Road
Prince Frederick, Maryland 20678
443-550-8000

III. Informal Resolution

A. In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination. Complainants who wish to resolve their concerns informally should bring them to the attention of the appropriate Coordinator.

B. In working to resolve the matter, the Coordinator will interview the Complainant and, as appropriate, others who may have knowledge of the facts underlying the grievance. At any point, including while the informal process is ongoing or afterward, the Complainant may elect to end the informal process in favor of filing a formal grievance.

C. Although CCPS welcomes informal resolution of grievances when appropriate, it will not use mediation between a Complainant and alleged responding party or any other informal resolution mechanism to resolve grievances pertaining to sexual harassment.

IV. Students

A. When a student alleges to a teacher that there has been an incidence of bullying, harassment, or intimidation, the teacher must report the complaint to a school administrator. When a student alleges there has been an incidence of bullying, harassment, or intimidation to a principal or school administrator or the principal or school administrator is told by a teacher about a student's complaint, the principal or school administrator will furnish the student with the Bullying, Harassment, or Intimidation Reporting Form and advise the student to submit the complaint in writing to the principal or school administrator. When a student alleges there has been an incidence of discrimination, the principal or school administrator will ask the student to submit the complaint in writing in a letter and submit the letter to the principal or school administrator. Depending on the age of the student, the principal or school administrator will provide appropriate assistance in completing the form or writing the letter. If the student does not submit the form or letter, a verbal complaint will be accepted and the principal or school administrator will complete the form or record the allegation in writing using the verbal information provided by the student.

B. The administrator will inform the appropriate Coordinator of the complaint and send a copy of the complaint to the Coordinator.

C. Upon receipt of the written/verbal complaint, the principal or school administrator will notify the parents of each party (if they have not already been notified), investigate the allegation, schedule meetings to question the complainant, possible witnesses named by the complainant, and the responding party. The responding party will be provided with written notice of the allegations which will include sufficient details and sufficient time to prepare for the initial interview. Calvert County Public Schools (CCPS) will take interim preventative measures during any law enforcement agency's investigation period to protect the parties and the school community during the investigation and will maintain ongoing contact with the parties throughout the investigation. The Department of Human Resources/Student Services maintains all documentation of the complaint, investigation, and any corrective action. Within a reasonable time, the principal or school administrator will complete the investigation and prepare a packet containing the statements and findings of the investigation. Upon completion of student interviews, parents will be notified. The parties will have an opportunity to present other evidence during the investigation of the complaint. If the matter is referred to the Department of Social Services (DSS) or the Police, CCPS will not investigate until DSS or the Police have completed the evidence gathering process but will promptly resume the investigation thereafter. The District will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the parties and the school community and the avoidance of retaliation.

D. Upon completion of the packet containing the investigation findings and if a violation is found to have occurred, the appropriate student disciplinary and/or remedial action in accordance with the Code of Student Conduct and Policy 1112 Regarding Student

Discipline will be administered. The principal or school administrator will inform the parents of the complainant and the responding party involved in the incident or alleged incident in writing of the conclusion of the investigation and share information about the disposition of the incident or alleged incident subject to any limitation imposed by the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and other state laws governing student records.

E. All decisions regarding the results of the investigation findings and possible corresponding disciplinary actions may be appealed in writing to the appropriate assistant superintendent or designated representative within a reasonable time of the decision of the principal or school administrator. Such appeal shall be conducted in an impartial manner by an impartial decision maker. The assistant superintendent or designated representative who hears the appeal shall issue a decision within a reasonable time of hearing the appeal. Any further appeal shall be conducted in accordance with Board Policy 1600.1 governing appeals of decisions of the superintendent or superintendent's designee.

F. CCPS will keep the complaint and investigation confidential to the extent possible and as required by FERPA and other state laws governing student records.

V. Employees and Third Parties

A. If the employee or third parties alleges that there has been discrimination and/or harassment, the principal or administrator/supervisor will furnish the complainant with the Discrimination or Harassment Form and advise the complainant to submit the complaint in writing to the principal or administrator/supervisor. If the complainant does not submit a written complaint, a verbal complaint will be accepted.

B. The administrator will inform the appropriate Coordinator of the complaint and send a copy of the complaint to the Coordinator.

C. Upon receipt of the written or verbal complaint, the principal or administrator/supervisor will investigate the allegation, schedule meetings to question the complainant, possible witnesses named by the complainant, and the responding party. The responding party will be provided with written notice of the allegations which will include sufficient details and sufficient time to prepare for initial interview. Calvert County Public Schools (CCPS) will take interim preventative measures to protect the parties and the school community during the investigation and will maintain ongoing contact with the parties throughout the investigation. The Department of Human Resources/Student Services maintains all documentation of the complaint, investigation, and any corrective action. Within a reasonable time of the receipt of the written or verbal complaint, the principal or administrator/supervisor will complete the investigation and prepare a packet containing the statements and findings of the investigation. The parties will have an opportunity to present other evidence during the investigation of the complaint. If the matter is referred to the Department of Social Services (DSS) or the Police, CCPS will not investigate until DSS or the Police have completed the evidence gathering process but will promptly resume the investigation thereafter. The District will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the parties and the school community and the avoidance of retaliation.

D. Upon completion of the report of the investigation findings, the principal or administrator/supervisor will inform the appropriate Executive Team member and all parties involved in writing of the findings and if personnel disciplinary actions are needed.

E. All decisions regarding the results of the investigation findings and possible corresponding disciplinary actions may be appealed in writing to the superintendent or designated representative within a reasonable time of the decision of the principal or school administrator. Such appeal shall be conducted in an impartial manner by an impartial decision maker. The superintendent or designated representative who hears the appeal shall issue a decision within a reasonable time of hearing the appeal. Any further appeal shall be conducted in accordance with Board Policy 1600.1 governing appeals of decisions of the superintendent or superintendent's designee.

F. CCPS will keep the complaint and investigation confidential to the extent possible and as required by FERPA, the IDEA, and other state laws governing student records.

VI. Resolutions of Complaints

A. When violations have occurred, employees in supervisory or management positions are responsible for taking steps designed to end any existing discrimination by those under their supervision, prevent any recurrence, and correct discriminatory effects on the complainant and others.

1. Students

a. Disciplinary action against a student will be administered in accordance with the Code of Student Conduct and Policy # 1112 Regarding Student Discipline. Action against third parties will be taken in accordance with relevant school system policies and other applicable state and federal laws. In cases of bullying, harassment, or intimidation, refer to Procedure 1118.3.

b. A student who violates this policy may also be required to participate in an appropriate education intervention and /or counseling designated by the principal or school administrator and designed to increase his or her understanding of the offense and its impact on others.

c. A student who has been the object of or who has been affected by conduct prohibited under this policy will be contacted by a school administrator to discuss the availability of appropriate assistance.

d. The school administrator will monitor as appropriate to ensure that both parties are adhering to the interventions that were designated by the school administrator in response to the discriminatory incident.

VII. Employees and Third Parties

A. Disciplinary action against school system employees will be administered in accordance with Policy #1750 Regarding Employee Discipline. Action against third parties will be taken in accordance with relevant school system policies and other applicable state and federal laws.

B. A violation of this policy may require, as a condition of continuing an employment or other relationship with the school system, participation in counseling and/or other interventions designed to assist in the recognition and correction of stereotyping, discrimination, bias, and prejudice.

C. An employee who has been the recipient of or who has been affected by conduct prohibited under this policy will be contacted by his/her supervisor to discuss the availability of appropriate assistance.

D. Employee supervisors will follow up on a periodic basis to ensure that both parties are adhering to the interventions that were designated in response to the discriminatory incident.