

# POLICY

## BOARD OF EDUCATION OF MONTGOMERY COUNTY

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**Related Entries:** ACA, ACF, ACH, ACH-RA, GCC-RA, GKA-RA, JHC, JHC-RA  
**Responsible Offices:** Office of District Operations; Office of Human Resources and Development

### **Sexual Harassment of MCPS Employees**

#### **A. PURPOSE**

To prohibit sexual harassment on Montgomery County Public School (MCPS) property.

To mandate the development of professional learning and educational programs designed to help MCPS employees recognize, understand, prevent, and take corrective action to end sexual harassment.

To establish the framework for effective procedures to address complaints of sexual harassment.

#### **B. ISSUE**

1. The Montgomery County Board of Education (Board) does not tolerate sexual harassment of any kind of, or by, employees, students, or third parties, as defined below, on MCPS property, under any circumstances. For the purposes of this policy, MCPS property means any school or other facility, including grounds owned or operated by MCPS, MCPS buses, and other MCPS vehicles and the facility and/or grounds of any MCPS-sponsored program or activity, which includes locations, events, or circumstances over which MCPS exercises substantial control over the individuals involved and the context in which alleged harassment occurred.
2. Employees, students, and third parties have a right to be free from sexual harassment. The Board is committed to creating and maintaining an educational environment in which all persons are free from all forms of sexual harassment and to the prevention, correction, and discipline of behavior that violates this policy. Actions by the Board to enforce this policy will be consistent with Board policies, MCPS regulations, and state and federal laws.

3. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, amended in 1972 and 1991, and some forms of sexual harassment of employees, students, and third parties may be in violation of Title IX of the Educational Amendments of 1972 (Title IX). Some forms of sexual harassment may also constitute criminal conduct, resulting in criminal penalties.
4. Sexual harassment against an individual may be actionable under either one or both of the legal standards set forth below:
  - a) Sexual harassment is actionable as employment discrimination if an individual experiences unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when –
    - (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment (i.e., quid pro quo sexual harassment); or
    - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; and/or
    - (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
  - b) Sexual harassment is actionable under Title IX, as interpreted by the U.S. Department of Education, if an individual experiences one or more of the following:
    - (1) An MCPS employee conditioning the provision of an aid, benefit, or service of MCPS on an individual’s participation in unwelcome sexual conduct, or
    - (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to an MCPS education program or activity, defined in Title IX regulations as locations, events, or circumstances over which MCPS exercised substantial control over both a complainant and a respondent and the context in which sexual harassment occurred; or
    - (3) “Sexual assault,” “dating violence,” “domestic violence,” or “stalking,” as defined under the U.S. Violence Against Women Act.

- (4) A third party is any person, other than an MCPS employee or student, who participates in MCPS activities or is present on MCPS property and is under the authority or control of MCPS, and may include, but is not limited to, parents/guardians, mentors, volunteers, vendors, contractors, coaches, and others with whom employees and/or students interact on MCPS property.

### C. POSITION

1. The superintendent of schools is directed to make every effort to make certain that everyone affected by this policy shall be informed of its provisions and also informed that infractions of the policy may be in violation of state or federal civil and/or criminal laws, resulting in criminal penalties.
2. This policy applies to all incidents of sexual harassment of an MCPS employee or third party. It addresses incidents committed by employees, third parties, or students.
3. Sexual harassment can occur between any persons, as single or repeated incidents.
4. A report of sexual harassment involving an employee or third party may be made by anyone, including a person who has experienced sexual misconduct or a third party or bystander who has information that sexual misconduct may have occurred.
  - a) An individual who alleges sexual harassment, or has observed an MCPS employee engage in such discriminatory conduct, should report the incident promptly to the Office of Human Resources and Development, Department of Compliance and Investigations (DCI). The report may be made in person, by telephone, or by email to [DCI@mcpsmd.org](mailto:DCI@mcpsmd.org). Employees, alternatively, may contact their principal/supervisor, as appropriate, who will refer the issue to DCI.
  - b) If the subject of the complaint is the complainant's supervisor or is in a position of authority in relation to the complainant, the employee may submit the complaint directly to DCI.
  - c) The report should be made using the process set forth in MCPS Regulation ACA-RA, *Nondiscrimination, Equity, and Cultural Proficiency*. To request an investigation of a complaint of Title IX sexual harassment, the employee should follow the process set forth in MCPS Regulation ACI-RA, *Investigation of Title IX Sexual Harassment of MCPS Employees*.

- d) Filing a complaint or otherwise reporting sexual harassment will not reflect on an employee's status nor will it affect the employee's future employment opportunities, unless the complaint or report was knowingly false.
  - e) Retaliatory action shall not be taken against an employee or third party for filing a complaint of, or otherwise reporting, sexual harassment.
  - f) Further, any person who attempts to interfere, restrain, coerce, intimidate, harass, or discriminate against an employee who files a complaint, or any person who participates in the investigative process, will be subject to disciplinary action.
5. Allegations of sexual harassment committed against employees and/or third parties by employees, third parties, and/or students will be investigated by DCI, with support as appropriate by the Office of District Operations, Student Welfare and Compliance, and in accordance with requirements of state and federal laws.
- a) MCPS will make reasonable efforts to maintain the confidentiality of investigations, including claims by employees and third parties of sexual harassment. MCPS shall review all reports of sexual harassment, even when the complainant has made an anonymous report, and take appropriate action, including requesting a formal complaint, investigating complaints, and offering supportive measures.
  - b) MCPS also will respect and make reasonable efforts to maintain the confidentiality of the complainant, witnesses, and the individual against whom the complaint is filed, consistent with MCPS's legal obligations and the necessity to investigate allegations of sexual harassment and to take disciplinary actions when sexual harassment occurs.
6. In determining whether alleged conduct constitutes sexual harassment, MCPS will look at the record as a whole and at the totality of the circumstances, including the type and frequency of the conduct, the context in which the alleged incidents occurred, the severity of the conduct, whether it is physically threatening or humiliating or merely an offensive act or utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only the effect that the conduct actually had on the complainant, but also the impact it would likely have had on a reasonable person in the same situation. The determination will be made from the facts, on a case-by-case basis under the preponderance-of-evidence standard.
7. Employees should be aware that they are responsible for their conduct, even if the conduct was not specifically intended to harass or discriminate.

- a) Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work or school performance.
  - b) Even if the conduct does not meet the definition of sexual harassment as defined in this policy, it may violate other laws, Board policies, and the *Montgomery County Public Schools Employee Code of Conduct* and other established standards of conduct, and will be treated accordingly. Nothing in this policy is intended to limit discipline for violation of other Board policies or MCPS regulations, when appropriate and consistent with the law.
  - c) It is prohibited for any MCPS employee to engage or attempt to engage in a romantic or sexual relationship with an MCPS student, regardless of the age of the student, or engage in any conduct designed to promote such a relationship. Prohibited behaviors include, but are not limited to, examples of unethical conduct set forth in the *Montgomery County Public Schools Employee Code of Conduct*.
8. MCPS employees should seek guidance, support, and/or advocacy in addressing matters related to sexual harassment. The Office of Human Resources and Development -, – Compliance, and Investigations, and the Employee Assistance Program (EAP) are available for these services.

**D. DESIRED OUTCOME**

- 1. All students and employees are educated and enabled to report sexual harassment.
- 2. Effective and legally compliant measures for reporting, investigating, responding, and providing supportive measures are established and implemented.
- 3. MCPS employees, students, and third parties shall work and learn in an environment free of sexual harassment.

**E. IMPLEMENTATION STRATEGIES**

- 1. The superintendent of schools will –
  - a) appoint a Title VII Equal Employment Opportunity officer and a Title IX coordinator to coordinate implementation of this policy and related federal and state laws and regulations;

- b) develop regulations for the implementation of this policy in compliance with Title VII and Title IX, including investigative procedures that lead to the prompt and equitable resolution of a complaint and the provision of supportive measures as appropriate;
  - c) conduct professional development to support MCPS employees in implementing this policy, and provide –
    - (1) annual mandatory training to all employees to ensure the appropriate implementation of this policy; and
    - (2) a code of conduct and other guidance for students, employees, and others on MCPS property with clear standards for responsible behavior and appropriate conduct.
2. Any MCPS employee who violates this policy shall be subject to appropriate disciplinary action responsive to the offense, in accordance with appropriate negotiated agreements. Disciplinary action may include, but is not limited to, oral or written reprimand, reassignment, demotion, suspension, or termination.
  3. Any student who violates this policy shall be subject to appropriate disciplinary action responsive to the offense, in accordance with the *MCPS Student Code of Conduct*.
  4. At any time, an employee alleging a violation of Title VII, including but not limited to sexual harassment, may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC). An employee is not required to file a complaint with MCPS before or after making a complaint with the EEOC.

U.S. Equal Employment Opportunity Commission  
EEOC Public Portal (<https://publicportal.eeoc.gov/>); or  
Baltimore Field Office  
GH Fallon Federal Building  
31 Hopkins Plaza, Suite 1432  
Baltimore, MD 21201

5. At any time, an employee alleging a violation of Title IX may file a complaint with the U.S. Department of Education, Office of Civil Rights (OCR).

U.S. Department of Education, Office of Civil Rights  
OCR [Electronic Complaint Form](http://www.ed.gov/about/offices/list/ocr/complaintintro.html)  
(<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>); or  
U.S. Department of Education, Office of Civil Rights  
Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW  
Washington, DC 20202-1100

6. At any time, an employee alleging crimes of a sexual nature may report or file a complaint directly with law enforcement.

Montgomery County Police Department  
Special Victims Investigation Division  
100 Edison Park Drive  
Gaithersburg, MD 20878

#### **F. REVIEW AND REPORTING**

1. The superintendent will report quarterly to the Board on reported sexual harassment incidents and other compliance efforts, as required in this policy. The incident reports shall include aggregated incident data from the preceding quarter. The compliance report shall include complaint and resolution process evaluations and improvements; training statistics and schedules; ongoing evaluation of work environments in all MCPS schools, offices, and work locations; and any other activities being planned or carried out by MCPS that are relevant to the successful implementation of this policy.
2. This policy will be reviewed on an ongoing basis, in accordance with the Board policy review process.

**Related Sources:** Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e et seq; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq; 29 C.F.R. §1604.11; 34 C.F.R. 106.30(a); Annotated Code of Maryland, Education Article, §6-104, §6-113, §6-113.2, §7-303.1, §7-424, §7-424.1, §7-424.3, and §11-60; Annotated Code of Maryland, State Government Article, Title 20, Human Relations; Code of Maryland Regulations §13A.12.05.02; Student Code of Conduct in MCPS; MCPS Employee Code of Conduct; MCPS Guidelines for Student Gender Identity

**Policy History:** New policy, adopted by Resolution No. 323-21 June 29, 2021; technical amendments adopted by Resolution No. 176-23 April 20, 2023.

# MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.\*\*

<b>For inquiries or complaints about discrimination against MCPS students*</b>	<b>For inquiries or complaints about discrimination against MCPS staff*</b>
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</b>	<b>For staff requests for accommodations under the Americans with Disabilities Act</b>
Section 504 Coordinator Office of School Support and Well-being Office of Well-being, Learning and Achievement 850 Hungerford Drive, Room 257, Rockville, MD 20850 240-740-5630 504@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*</b>	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

*\*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mCCR@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

*\*\*This notification complies with the federal Elementary and Secondary Education Act, as amended.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or [PIO@mcpsmd.org](mailto:PIO@mcpsmd.org). Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) [mcpsinterpretingservices@mcpsmd.org](mailto:mcpsinterpretingservices@mcpsmd.org), or [MCPSInterpretingServices@mcpsmd.org](mailto:MCPSInterpretingServices@mcpsmd.org).