# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

**Related Entries**: COA-RB, DJA-RA, ECK-RA, GCA-RA, GCC, GCC-RA, IJA-RC, IRB-RA, JHC, JHC-RA

**Responsible Divisions**: Division of Human Resources and Talent Development; Division of School Leadership and Improvement; Division of Financial Management

## Background Screening of MCPS Employees, Candidates for MCPS Employment, Contractors, and Volunteers

### I. PURPOSE

A. To set forth training requirements for all Montgomery County Public Schools (MCPS) employees and specified contractors and volunteers about the most current practices for identifying, reporting, and preventing abuse and neglect, and establish background screening requirements for all MCPS employees, candidates for employment, and specified contractors and volunteers

B. Background screening consists of two principal components:

1. Fingerprint-based national and state criminal history check; and

2. Clearance from the Montgomery County Department of Health and Human Services (MCDHHS) Child Welfare Services (commonly known as Child Protective Services [CPS]) to determine if an individual is the subject of an investigation or has been found indicated, substantiated, or unsubstantiated in a child abuse or neglect case.

### II. DEFINITIONS

A. A *background check*, for the purposes of this regulation, means a fingerprint-based national and state criminal history check. Except as otherwise noted, the process must be completed through MCPS and involve a full fingerprint-supported criminal records check through the Criminal Justice Information System (CJIS), a state of Maryland legal database. Criminal background results usually are received by

MCPS from the state of Maryland and the Federal Bureau of Investigation Rap Back (see below) within seven working days. The CJIS includes the monitoring of sex offenders. Rap Back automates the notification process for participating agencies.

B. A *CPS clearance check* means the submission of an individual's information to the Montgomery County Department of Health and Human Services Child Welfare Services (commonly known as Child Protective Services [CPS]) for CPS to determine if the individual is the subject of an investigation or has been found indicated, substantiated, or unsubstantiated in a child abuse or neglect case. CPS's clearance check will include review of the Maryland Children's Electronic Social Services Information Exchange (MD CHESSIE), a statewide-automated case management system; the Department's Client Information System (CIS); or the Central Registry, a component of the CIS or other confidential computerized database that contains information regarding child abuse and neglect investigations.

C. A *disqualifying offense* means an offense identified in the Annotated Code of Maryland (Maryland law), Education Article, § 6-113 involving the following:

a) A sexual offense in the third or fourth degree under § 3-307 or § 3- 308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;

b) Child sexual abuse under § 3-602 of the Criminal Law Article or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or

c) A crime of violence as defined in § 14-101 of the Criminal Law Article or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including—

1) abduction,

2) arson in the first degree,

3) kidnapping,

4) manslaughter, except involuntary manslaughter,

5) mayhem,

6) maiming,

7) murder,

8) rape,

9) robbery,

10) carjacking,

11) armed carjacking,

12) sexual offense in the first degree,

13) sexual offense in the second degree,

14) use of a handgun in the commission of a felony or other crime of violence,

15) child abuse in the first degree,

16) sexual abuse of a minor,

17) an attempt to commit any of the crimes described in items 1through 16 of this list,

18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article,

19) assault in the first degree,

20) assault with intent to murder,

21) assault with intent to rape,

22) assault with intent to rob,

23) assault with intent to commit a sexual offense in the first degree, and

24) assault with intent to commit a sexual offense in the second degree.

D. The *Districtwide Compliance Training* means required annual training provided by MCPS, designed to ensure that every employee has the necessary information to establish and maintain a positive, safe, healthy, and lawful climate and culture in which all adults and students are able to thrive. This includes required training on

recognizing child abuse and neglect, as required by Maryland law and Regulation JHC-RA.

E. *Local law enforcement officers* mean any active duty officer of a law enforcement agency that is party to a Memoranda of Understanding currently in effect between MCPS, the Montgomery County Police Department, the Montgomery County Sheriff's Office, the Rockville City Police Department, the Takoma Park Police Department, and the Montgomery County State's Attorney's Office.

F. An *MCPS contractor* means an individual who provides services to MCPS, as established by a contract with MCPS. Such individuals include the direct employees of the contracting entity and subcontractors and/or independent contractors that the contractor uses to perform the work required by its contract with MCPS. The specific contractor-related procedures set forth in this regulation apply to MCPS contractors while they are providing services to MCPS.

G. An *MCPS employee* means certificated or non-certificated personnel employed by MCPS, including substitute teachers and temporary employees.

H. An *MCPS employment candidate* means an applicant for employment in MCPS who has successfully completed the interview process and received a contingent offer of employment, pending background screening. An "emergent employee" is defined in Maryland law as an employee hired without completing the employment history review.

I. The U.S. Federal Bureau of Investigation's (FBI) Record of Arrest and Prosecutions Back (*Rap Back*) Program means a federal background check system that allows authorized government agencies to continuously monitor criminal history. Rap Back automatically alerts MCPS to changes in an individual's criminal history.

J. Recognizing Child Abuse and Neglect Training (*CAN training*) means a training established to implement MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect*, and is required of all employees, specified contractors, and specified volunteers.

K. Registered sex offenders (*Registrants*) are not permitted on school property, except under limited circumstances, in accordance with Maryland law and MCPS Regulation COA-RB, *Registered Sexual Offenders on MCPS Property*.

L. *Unsupervised access to students* means an individual has direct, unsupervised, and uncontrolled access to children, as defined in Maryland law, in physical or virtual space, during the school day or during an MCPS-sponsored activity.

M. A *volunteer* means an individual who donates their time and energies to support the students of MCPS, subject to the provisions set forth in MCPS Regulation IRB-RA, *Volunteers in Schools*.

## II. BACKGROUND SCREENING PROCEDURES

A. MCPS Employment Candidates and Emergent Employees

1. In accordance with Maryland law, all employment candidates must undergo a criminal background check and results must be received by MCPS prior to the first day of employment with MCPS.

2. All employment candidates must also –

a) submit a written statement or affirmation disclosing the existence of any criminal convictions, probation before judgment dispositions, not criminally responsible dispositions, or pending criminal charges without a final disposition; and

b) be screened for a history of child sexual abuse and/or sexual misconduct by contacting the employers listed on the applicant's employment history.

c) In accordance with Maryland law, MCPS may hire an employment candidate as an "emergent employee" for a period not to exceed 60 days, pending the review of information and records as set forth above and in accordance with additional requirements set forth in Maryland law. Within 60 days after hiring an individual as an emergent employee, MCPS may rescind the emergent employee's offer of employment based on the required employment history review.

3. All employment candidates must successfully complete a CPS clearance check.

B. MCPS Employees

1. Once hired, MCPS conducts ongoing Rap Back monitoring for all employees, as defined above.

2. All employees are required to complete the annual Districtwide Compliance Training.

3. All employees are required to comply with MCPS Regulation GCC-RA, *Staff Self-Reporting of Arrests, Criminal Charges, and Convictions.*

C. MCPS Contractors

1. MCPS contractors are subject to Maryland law prohibiting the assignment of registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts. Additionally, § 6-113 of the Education Article of the Annotated Code of Maryland, prohibits MCPS from knowingly assigning a contractor to work on school premises with unsupervised access to students, if the contractor has been convicted of, or pled guilty or nolo contendere to, a disqualifying offense.

   a) Each contractor is required to submit documentation confirming that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in an MCPS school facility under the contractor meet this obligation.

   b) Additionally, the contractor must confirm that it continues to meet this obligation on an annual basis and/or when there are changes in the workforce that the contractor and/or its subcontractors use to perform the work required by the contract.

2. Any contractor or member of the contractor's workforce who will be working in an MCPS facility where they have unsupervised access to students must undergo a background check, undergo a CPS clearance check, and complete CAN training.

3. MCPS contractors are subject to the terms and conditions of their agreement and/or Memorandum of Understanding (MOU) with MCPS.

4. In accordance with Regulation DJA-RA, *Procurement of Equipment, Supplies, and Services*, the Division of Financial Management (DFM) shall be responsible for enforcing contract terms and conditions, including the

enforcement of background screening and training requirements set forth in an MOU or agreement.

a) The DFM shall consult with the Division of Human Resources and Talent Management (DHRTM) to confirm a contractor's eligibility, in accordance with this regulation.

b) An individual in the contractor's workforce may not begin an assignment on an MCPS property until—

1) the background check and CPS clearance check results for that individual have been received by MCPS and the contractor is deemed eligible pursuant to this regulation; and

2) the contractor certifies to MCPS that the individual has completed CAN training.

c) An individual who has met the requirements of paragraph 4(b) above, and who will have unsupervised access to students shall be issued an MCPS identification badge.

d) If a contractor is issued a badge, the MCPS staff member responsible for the building or location where the services are being performed is responsible for checking the badge of each contractor.

e) If a contractor is not issued a badge, the MCPS staff member responsible for the building or location where the services are being performed shall receive confirmation from the DFM or the project manager that the screening and training requirements, as set forth in this regulation and as required by the MOU or agreement, have been met prior to the individual commencing work.

D. MCPS Volunteers

1. As set forth in Regulation IRB-RA, *Volunteers in School,* decisions regarding the selection, placement, and replacement of volunteers at a school are at the discretion of the principal.

2. MCPS establishes background check, CPS clearance check, and CAN training requirements, according to the likelihood that a volunteer will have unsupervised access to students.

3. Principals/designees/or other volunteer coordinators are responsible for implementing training or background check requirements for volunteers, as follows:

   a) Determining whether a volunteer shall be required to complete CAN training and/or a background check, in accordance with this regulation. Requirements shall be conveyed to a volunteer within a reasonable amount of time prior to the volunteer commencing duties.

   b) Monitoring a volunteer's ongoing compliance with CAN training, if required by this regulation.

   c) Providing the volunteer with the necessary information to complete the screening, including information regarding assistance with paying fingerprinting fees, if applicable.

4. The DHRTM is responsible for ongoing Rap Back monitoring once a volunteer completes a background check, if required by this regulation. The DHRTM will determine eligibility in accordance with this regulation and will notify a principal/designee/or other volunteer coordinator whether an individual is eligible to volunteer.

5. Depending on the anticipated volunteer duties and opportunity for unsupervised access to students, the training and screening requirements for volunteers are set forth below:

   a) No screening or training required – Individuals with minimal likelihood of unsupervised access to students, as determined by MCPS staff responsible for supervising the volunteer, are not required to complete the CAN training or undergo a background check and CPS clearance check. Examples of these volunteers include—

      1) Single-event volunteers who will be under direct supervision of school staff members (e.g., MCPS fair, school assembly or class party; classroom speakers or guest readers; competition judges).

      2) Parent/guardians who are visiting the school to eat lunch in the cafeteria with their own children are not considered volunteers.

b) CAN training required – Volunteers who will not have unsupervised access to students, but will volunteer more than once or for certain types of activities, are required to complete the CAN training without any additional background screening. Examples of these types of volunteers include the following:

1) Individuals who volunteer more than once per school year for recess, cafeteria, and dismissal duties or in a classroom or school

2) Volunteers on field trips or at athletic events before 7:00 p.m.

3) Room parents

4) Nonemployee extracurricular or co-curricular activity volunteers (e.g., marching band)

c) CAN training and background screening required – Individuals with responsibilities that may provide them with opportunities for sustained and/or unsupervised access to students are required to complete the CAN training, a background check, and a CPS clearance check. Examples of these volunteers include the following:

1) Overnight field trip volunteers, including those for overnight Smith Center Outdoor Programs;

2) Volunteers on trips extending after 7:00 p.m., or out of Montgomery County;

3) Volunteers engaging in virtual instruction in which a volunteer may be responsible for a breakout room.

4) Volunteer coaches who are under the supervision of the stipend coach and who have completed the MCPS Volunteer Coach athletics application and contract.

3. If a volunteer is required to complete CAN training in accordance with this regulation, the volunteer must complete CAN training annually.

4. CAN training, background check, and CPS clearance checks for volunteers, as required above, must be completed through MCPS before participating in any volunteer duties or activities. Volunteers chaperoning overnight or

evening field trips must complete all requirements at least seven (7) business days prior to a trip.

5. All volunteers must provide a copy of a photo identification card (e.g., a driver's license) issued by a U.S. state or the District of Columbia to be scanned into the Visitor Management System (VMS), as required by Regulation ABA-RB, *School Visitors*, when visiting school property. If a volunteer cannot provide a photo identification card issued by a U.S. state or Washington, D.C., a school staff member will manually enter the individual's name into the VMS kiosk, and then search the U.S. Department of Justice National Sex Offender Registry web site.

6. Current employees who have completed the background-screening process, as set forth herein, will not have to complete a new fingerprint background check in order to serve as a volunteer. The principal shall verify completion of these requirements with the DHRTM.

7. A designated school administrator is the only school-based staff member authorized to receive information about a potential volunteer's background check, which is not to be shared with unauthorized staff members or other volunteers.

8. A Registrant is not allowed to volunteer with MCPS under any circumstances.

E. Retired/Rehired. Any employee who was previously employed with MCPS and has since retired or an employee that had any break in service and is being rehired shall undergo a new background check and CPS clearance check in accordance with this regulation. This applies even if the time lapse from separation to time of rehire is only one (1) day.

F. Substitute/Temporary. Substitute employees and temporary employees shall be required to complete the same screening process as employment candidates and employees.

G. Referees/Athletic Officials. All athletic officials and referees are contractors and are subject to the background-screening requirements set forth in their respective MOU or agreement.

H. Student Teachers. Student teachers are required to undergo a background check, obtain CPS clearance, and complete the Districtwide Compliance Training before having any unsupervised access to children or access to student information. The school or office hosting the student teacher is responsible for ensuring compliance with this regulation.

I. Student Interns. Student interns providing services to MCPS for a temporary period of time (this does not include MCPS students interning at a third-party entity) are required to undergo a background check, obtain CPS clearance check, and complete Districtwide Compliance Training before having any unsupervised access to children or access to student information. The school or office hosting the student intern is responsible for ensuring compliance with this regulation.

J. Local law enforcement officers, as defined above, who are performing school security duties as secondary employment in police uniform.

1. Those personnel assigned to fulfill law enforcement duties as Community Engagement Officers (CEOs) within MCPS by the Montgomery County Police Department, Sheriff's Department, or other Municipal Department and paid by that agency are not required to undergo additional fingerprint background checks or CPS clearance checks by MCPS in order to perform duties as a CEO. CEOs are not required to complete CAN training.

2. Local law enforcement officers, as defined above, who perform additional security related duties for MCPS in the area of school security, event security, or related functions in police uniform, and are paid by MCPS, are not required to undergo any additional background and fingerprinting checks process other than those requirements already imposed by the Montgomery County Police Department, the Sheriff's Department, and other municipalities. A designee from the respective department is required to notify MCPS when an officer has retired, resigned, or is no longer eligible to perform these duties imposed by their department.

3. Local law enforcement officers, as defined above, who wish to perform other paid duties within MCPS not related to school security (e.g., paid coaching or substitute teaching) must complete an MCPS background check, CPS clearance check, and training requirements for the desired position.

K. Adults who interact with students in off-site arrangements.

1. Students may attend classes in dual enrollment programs on college campuses, or participate in internships off school grounds with an external entity or institution, pursuant to an agreement with MCPS. The entity must have a background check and fingerprinting process that complies with the law and MCPS requirements for criminal background checks, or applicable employees must complete the MCPS fingerprint background check and CPS clearance check in order to supervise students.

2. In addition, employees from the participating external entity or institution who teach or supervise MCPS students under the program or internship shall be required to complete CAN training.

L. Continued Monitoring through Rap Back

1. Upon completion of an MCPS background check, an individual is enrolled in Rap Back. In accordance with the requirements set forth in this regulation, once enrolled in Rap Back, and for so long as an individual remains employed, volunteering, or contracting with MCPS, the individual's criminal history shall be monitored through Rap Back.

2. MCPS will remove individuals from Rap Back within a reasonable time period after the individual has separated from service or no longer needs to have their criminal history monitored by MCPS, as determined by the DHRTM.

3. An individual may make a written request to the DHRTM requesting MCPS cease monitoring through Rap Back upon their separation from service.

## III. INELIGIBILITY

A. MCPS uses the results of a background check, a CPS clearance check, and continued Rap Back monitoring to determine if an employee, employment candidate, contractor, volunteer, or other individual is "eligible" or "ineligible." The DHRTM is responsible for making such eligibility determinations.

B. Eligibility determinations will be based on an individualized review of the results of background screening and Rap Back monitoring and/or any other relevant documentation or information. MCPS may review publicly available information as well as information maintained in MCPS personnel files.

C. In accordance with Maryland law, an individual convicted of a disqualifying offense is ineligible for employment with MCPS.

D. Any volunteer obligated to complete a background check will be deemed ineligible to volunteer if convicted of a disqualifying offense. As a general guideline, if volunteers or contractors have charges, convictions, or concerns that would render them ineligible for employment by MCPS, they are not eligible to serve as a volunteer or contractor with MCPS.

E. If a background check and/or CPS clearance check contains 1) information regarding any offenses involving the distribution of drugs or other controlled substances, 2) identification as an alleged abuser or negligent or following completion of a CPS investigation with a finding of "indicated" child abuse or neglect; or 3) pending charges or an arrest related to the crimes set forth in the Annotated Code of Maryland (Maryland law), Education Article, § 6-113, MCPS will conduct a case-by-case analysis to determine eligibility.

F. In addition to the offenses and CPS findings listed above in (C) and (E), after a case-by-case analysis is conducted, an individual may be found ineligible based on a conviction or pending criminal charge for other crime(s), depending on the nature and frequency of the offense; the time elapsed since the crime(s) or charge(s); and other factors that may weigh against hiring or assigning the individual to volunteer at MCPS, especially those crimes affecting the safety and security of MCPS students.

G. Other convictions not listed above may also result in disqualification from employment with MCPS.

H. If the DHRTM receives a criminal record update that reports a new charge or conviction that disqualifies a volunteer from serving in MCPS schools, the DHRTM shall notify the school principal that the individual is not eligible to volunteer, and the principal is responsible for ensuring that the volunteer immediately stops all volunteer activity.

## IV. DUE PROCESS FOR EMPLOYMENT CANDIDATES AND EMPLOYEES

A. Employment candidates and employees cannot begin work until all required steps, as set forth herein, are complete and the DHRTM has cleared an individual to work in accordance with this regulation.

B. On determining that an employment candidate or employee is ineligible under this regulation, the DHRTM will provide the individual with notice and an opportunity to respond.

C. MCPS may request that an employee or employment candidate provide additional information, including a copy of charging documents and disposition of any ensuing criminal proceeding.

D. Continued employment with MCPS or the continuation of the hiring process is dependent on the circumstances of the criminal behavior as reflected in court and police records and the individual's explanation.

E. Employment candidates who have intentionally misrepresented criminal behavior on their employment application(s) will be immediately removed from consideration for employment.

F. Employees who have intentionally misrepresented criminal behavior or have failed to report certain criminal behavior in accordance with Regulation GCC-RA, *Staff Self-reporting of Arrests, Criminal Charges, and Convictions*, may be subject to disciplinary action.

G. A copy of the results of the fingerprint background check and CPS clearance check will be filed in the employee's personnel folder.

## V. FEES

A. Employment candidates and contractors – Employment candidates and contractors are responsible for payment of the full cost of the background check. Fees for background checks for employment candidates and potential contractors are set by the DHRTM.

B. Volunteers – As set forth in Board Policy ABC, *Family-school Partnerships*, the Board promotes the engagement of all parents/guardians in their children's education and works to remove barriers that impede their active participation.

1. The cost of fingerprinting shall not impede a parent's/guardian's opportunity to volunteer.

2. Information regarding financial assistance with fingerprinting costs may be available and discussed with the supervising MCPS staff member.

## VI. LOCATION OF FINGERPRINTING AND RELATED INFORMATION

A. Unless otherwise stated herein, background checks shall be completed at locations identified on the MCPS website.

B. A background check requires the disclosure of personal information (including Social Security number), fingerprints, and photograph. If a volunteer does not have a Social Security number, schools can request an alternative process through the DHRTM.

C. All individuals fingerprinted by MCPS will be required to provide written authorization and sign a release form for the criminal background report.

**Related Sources**: 34 U.S. Code §20962 - Schools Safety Acquiring Faculty Excellence Act of 2006 ("Schools SAFE Act"); Annotated Code of Maryland (MD Code), Education Article, §6-113, §6-113.1, and §6-113.2; MD Code, Family Law Article §5-551-§5-553; MD Code, Criminal Procedure Article, §11-722; MD Code, Criminal Law Article, §3-307, §3-308, §3-602, and §14-101; Code of Maryland Regulations 13A.15.02.07B(1)-(11)

**Regulation History**: New regulation, approved November 13, 2025; effective January 1, 2026.

# 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.*

It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the federal *Civil Rights Act of 1964*; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not

(a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.**

Please note that contact information and federal, state, or local content requirements may change between editions of this document and shall supersede the statements and references contained in this version. Please see the online version for the most up-to-date information at *www.montgomeryschoolsmd.org/info/nondiscrimination*.

| **For inquiries or complaints about discrimination against MCPS students*** ** | **For inquiries or complaints about discrimination against MCPS staff*** ** |
|---|---|
| Director of Student Conduct and Appeals<br>Division of Equity and Organizational Development<br>850 Hungerford Drive, Suite 200, Rockville, MD 20850<br>240-740-3215 \| SWC@mcpsmd.org | Human Resource Compliance Officer<br>Division of Human Resources and Talent Management<br>Department of Compliance and Investigations<br>15 West Gude Drive, Suite B400, Rockville, MD 20850<br>240-740-2888 \| DCI@mcpsmd.org |
| **For student requests for accommodations under** *Section 504 of the Rehabilitation Act of 1973* | **For staff requests for accommodations under the** *Americans with Disabilities Act* |
| Section 504 Coordinator<br>Division of Specialized Support Services,<br>Department of School Counseling<br>850 Hungerford Drive, Room 170, Rockville, MD 20850<br>240-987-8031 \| 504@mcpsmd.org | ADA Compliance Coordinator<br>Division of Human Resources and Talent Management<br>Department of Compliance and Investigations<br>15 West Gude Drive, Suite B400, Rockville, MD 20850<br>240-740-2888 \| DCI@mcpsmd.org |
| **For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*** ** | |
| Title IX Coordinator<br>Division of Equity and Organizational Development, Department of Student Conduct and Appeals<br>850 Hungerford Drive, Suite 200, Rockville, MD 20850<br>240-740-3215 \| TitleIX@mcpsmd.org | |

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

***This notification complies with the Code of Maryland Regulations Section 13A.01.07.*

****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; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303, 404-974-9406 and TDD: 800-877-8339, OCR.Atlanta@ed.gov, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

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. 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, or MCPSInterpretingServices@mcpsmd.org.

October 2025