

Sexual Harassment

Recognizing &
Reporting

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

Awareness

Title IX

Tuesday, October 13, 6:00 p.m.

Resources

How To Report

Let's Talk Respect Student Town Hall

#ThinkBeforeYouPost

What Happens



WATCH LIVE:

MCPSTV YouTube &
www.MontgomerySchoolsMD.org

What We've Learned – What We're Doing

What Happened

Social Media Allegations – Summer 2020

- Beginning in June, we received reports that students were reporting alleged instances of inappropriate conduct online through various social media platforms.
- MCPS immediately began investigating and continues to do so.

MCPS formed four core teams to investigate, address, and respond:

1. Investigations
2. Communications
3. Student Support
4. Legal Support

Team	Offices Involved
Investigations	Department of School Safety and Emergency Management (DSSEM) Office of Employee Engagement and Labor Relations (OEELR) Office of School Support and Improvement (OSSI) Student Welfare and Compliance (SWC)
Communications	Office of Communications (Communications) Office of School Support and Improvement (OSSI)
Student Support	Office of Student and Family Support and Engagement (OSFSE) Student Leadership Equity Initiatives Unit
Legal	Office of General Counsel (OGC)

What We've Learned – What We're Doing

What We've Learned

Social Media Allegations – Summer 2020

- The allegations were serious and ranged from reports of sexual harassment to sexual assault [Policy ACF / Regulation ACF-RA](#)
- The majority of incidents involved high school student conduct outside of school and the in-school conduct reported on social media had been previously reported, investigated, and addressed as necessary.
- The majority of social media allegations do not identify alleged victims or alleged offenders, and in most cases do not allege either.
- The risk of re-traumatization exists in the few cases where a victim has been identified and the investigation team have taken these concerns into consideration when connecting students/families with support structures.
- A comprehensive look at the culture and climate of conduct in our schools was needed.
- A plan for increasing the awareness of recognizing and how to report incidents of sexual harassment for our students and communities was necessary.

What We've Learned – What We're Doing

What We're Doing

MCPS has developed plans to inform, update, and educate our schools, students and communities:

1. **“Let’s Talk Respect” - Student Town Hall:** Tuesday, October 13, 6pm
2. **“Culture of Respect”: Student Training Module:** All students Grades 6-12 will complete an online training module designed to educate students on recognizing and reporting incidents of sexual harassment and alleged assault.
3. **Student Voice Data** will be collected from our students to help school administrators design a plan to address sexual harassment and potential culture/climate concerns in the school/community.
4. **Increased Training:** Student Welfare/Title IX Liaisons and all school-based student support professionals (including all school counselors) received enhanced training on recognizing and reporting sexual harassment/Title IX incidents.
5. **Enhanced BeWell 365 Personal Body Safety Lessons (PBSL)** for students in grades Pre K-12

What We've Learned – What We're Doing

Reporting Sexual Harassment / Assault

How can you report?

- Contact your school principal, counselor, or any MCPS staff member.
- Contact the Montgomery County Police Department, 301-279-8000.
- Submit **MCPS Form 230-35, Bullying, Harassment, or Intimidation Reporting Form**. This form may be submitted to the principal, counselor or any school staff (via email).
- Contact the **MCPS Title IX Coordinator** at **COS-TitleIX@mcpsmd.org**. Reports and allegations concerning MCPS employees will immediately involve the Office of Employee Engagement and Labor Relations. They can be reached at **OCOO-EmployeeEngagement@mcpsmd.org**.
- Safe Schools Maryland Tip Line** is an anonymous reporting system used to report threats to the safety and/or well-being of students. Call 1-833-MD-B-SAFE or download the app.
- Submit **MCPS Form 230-35, Bullying, Harassment, or Intimidation Reporting Form**. This form may be submitted to the principal, counselor or any school staff (via email).
- Contact the **Montgomery County Hotline** at 240-777-4357. A trained staff member or volunteer will provide supportive listening and information, 24 hours a day, seven days a week.
- Contact the **Victim Assistance and Sexual Assault Program (VASAP)** for support. VASAP provides information, referrals and advocacy, as well as crisis and ongoing counseling for victims of sexual assault.
- Send a text to ***EveryMind*** hotline telephone number, 301-738-2255, daily between noon and midnight.

WAYS TO REPORT

Reporting Sexual Harassment / Assault

How to Report

Sexual Assault/Sexual Harassment?

REPORT

- Montgomery County Police Department **301-279-8000**
- Crisis Center **240-777-4357**
- Maryland Schools Safe Tip Line **1-833-MD-B-SAFE**
- Victim Assistance and Sexual Assault **240-777-4357**
- MCPS Staff/Administrator
- MCPS Form 230-35 **Bullying Harassment Reporting Form**
- COS-TitleIX@mcpsmd.org


WAYS TO REPORT

Reporting Sexual Harassment / Assault

The **school principal** is notified of all reports of sexual harassment, regardless of reporting method, and follows these steps:

- A serious incident is filed with MCPS and MCPS Form 230-35 is completed.
- Police are notified of cases involving sexual assault.
- CPS is notified of any cases involving an adult, pertaining to adult care, and/or including concerns of victimization of sexual abuse.
- Principal consults with director of school, as well as Student Welfare and Compliance.
- The school's designated Student Welfare Liaison is notified for support.
- A Safety and Supportive Measures Plan is developed and implemented for all students involved.
- Investigation is conducted (in coordination with MCPD, as appropriate).
- Outcomes of investigation revealed and disciplinary measures taken in accordance with the Student Code of Conduct.
- Preventative measures are implemented, including counselor/liaison post-welfare check-ins
- Incident documented with Student Welfare and Compliance.

MCPS Form 230-35



MCPS
CLEAR FORM

Bullying, Harassment, or Intimidation Reporting Form

Office of Student and Family Support and Engagement
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

MCPS Form 230-35
May 2019


This form is to be confidentially maintained in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. See Montgomery County Board Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency, Board Policy JH6, Bullying, Harassment, or Intimidation, and MCPS Regulation JH-RFA, Student Bullying, Harassment, or Intimidation for additional information and definitions.

DIRECTIONS: Complete this form if you are a student victim, the parent relative of a student victim, or a school staff member and wish to report or intimidate. Return the completed form to the Principal at the school for additional information or assistance at any time. Bullying, will not be tolerated.

In accordance with Maryland law, bullying, harassment, or intimidation mean written conduct or an intentional electronic communication that creates a hostile with a student's educational benefits, opportunities, or performance, or with a:

- (1) Either (a) motivated by an actual or perceived personal characteristic including religion, immigration status, sex, gender, gender identity, gender expression, status, age, physical or mental disability, poverty and socioeconomic status, protected attributes or affiliations; (b) sexual in nature; or (c) threatening;
- (2) Either (a) occurs on school property, at a school-sponsored activity or in the orderly operation of a school.

Cyberbullying is a form of bullying, harassment, and intimidation. "Cyberbullying" of an electronic device and includes the use of social media sites. Cyberbullying "electronic communication." "Electronic communication" means a communication including a telephone, cellular phone, computer, or tablet.



(PLEASE PRINT ALL INFORMATION)

Today's date: / / School: _____ School System: Montgomery County Public Schools

Person Reporting Incident: Name: _____
 Telephone: _____ E-mail: _____

Check an appropriate box:
 Student Parent/guardian of a student Close adult relative of a student School staff Bystander

1. Name of alleged student victim: _____ Age: _____ School: _____
 Name of alleged student victim: _____ Age: _____ School: _____
 Name of alleged student victim: _____ Age: _____ School: _____

2. Name(s) of alleged witness(es) (If known) (Please print)	Age	School (If known)

3. Name(s) of alleged offender(s) (If known) (Please print)	Age	School (If known)	Is alleged offender a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. On what date(s) did the incident happen? / / / / / /
 Mo./Day/Year Mo./Day/Year Mo./Day/Year

WAYS TO REPORT

What Happens

EVERYONE is Protected from Sexual Harassment

Inappropriate student conduct addressed in the MCPS Student Code of Conduct

Bullying, harassment, and intimidation prohibited by Board policy and state law

Sexual harassment prohibited by Title IX

When sexual harassment is alleged, MCPS will act in the following ways:

Report and Implement a Safety and Supportive Measures Plan

Investigate the incident and determine if harassment occurred

- Prevent its recurrence
- Remedy its effects
- Provide Support Services for both the victim/offender
- Ensure students & families know how to report subsequent incidents



Depending on the severity of the offense, appropriate disciplinary action will be taken per the Student Code of Conduct

Student Safety Plan

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MCPS Supportive Measures Plan

Montgomery County Public Schools provides a safe and secure learning environment that is free from **harassment, intimidation, or bullying**. Complainants (students alleged to have been harassed) may need supportive measures to ensure their emotional and physical safety is secure during and after an investigation. This plan highlights key issues for you to consider to assist in providing supportive measures to complainants. It is also strongly encouraged that supportive measures be offered to respondents as appropriate. It is understood that each situation is different and that additional considerations may be included. The plan involves two components: the actions **school staff** will engage in and the expected actions of the **student(s)** involved. This plan has a **definite start and a proposed end date**. It is meant to cover the **entire school day**... The complainant needs to be safe during **before-school and after-school activities**, and protected from any **new bullying by the respondent or others** in support of the respondent or in retaliation for reporting the harassment, bullying or intimidation. The plan designates a **Primary Staff Contact** for the complainant. Ideally, this person someone with whom the student feels most comfortable. It is the intent of this plan that it be carried out in a way which is **minimally intrusive and not unreasonably burdensome**.

School Name: [Click here to enter text.](#)

Student's Name: [Click here to enter text.](#) **Grade Level:** [Click here to enter text.](#)

Student Number: [Click here to enter text.](#) **Bus Route Number:** [Click here to enter text.](#)

Primary Staff Contact: [Click here to enter text.](#)

Secondary Staff Contact: [Click here to enter text.](#)

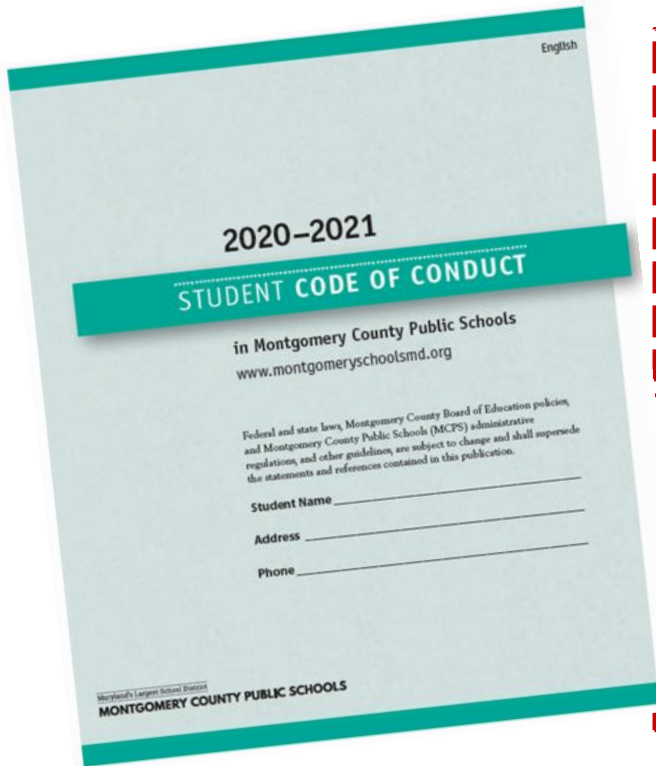
Plan start date: [Click here to enter text.](#) **Proposed End date:** [Click here to enter text.](#)

Supportive measures should be tailored to the individual needs of the student. Not all measures listed below may be needed, nor are the measures below an exhaustive list.

School/Staff:

- All necessary school staff will be informed of this plan and will make every effort to implement it successfully within the school.
- Any school staff who witness or are otherwise made aware of any harassing, intimidating, or bullying behavior directed toward the student will intervene immediately and will report such behavior to administration.
- Student schedule was changed on [Click here to enter a date.](#)

School Level Consequences



Consequences...



School-level consequences range from:

- Exclusion from the activity or group
- Restorative justice practices
- Short-term suspension
- 10-day suspension with recommendation for expulsion

Lowest level should be considered first, followed by progressively more intensive consequences, based on severity, age, and repetition of behavior. (Refer to Disciplinary Response Matrix guidance on page 10)

LEVEL 1 Character and Teacher-led Responses (e.g., written or oral counseling, detentions)	LEVEL 2 Teacher-led and Administrative Supportive Responses (e.g., community service, mediation, temporary removal from class)	LEVEL 3 Administrative Supportive and/or Restorative Responses (e.g., restorative practices, in-school suspension, in-school suspension)	LEVEL 4 Administrative Supportive and Short-Term Out-of-School Restorative Responses (e.g., restorative practices, mentoring programs, short-term suspension)	LEVEL 5 Long-Term Administrative Supportive Out-of-School Restorative Responses (e.g., long-term suspension, expulsion)
Sexual Attack (601) As part of any disciplinary response, school staff should refer students to appropriate counseling.			Engaging in behavior toward another that is physically, sexually aggressive.	
Sexual Harassment (602) As part of any disciplinary response, schools should emphasize intervention strategies, and refer students to appropriate counseling. <i>See Board Policy 302 and MCPS Regulations 302 EA, Sexual Harassment; Board Policy 303, Bullying, Harassment, or Intimidation; MCPS Form 200-31, Bullying, Harassment, or Intimidation Reporting Form.</i>			Unwelcome sexual advances; requests for sexual favors; and/or other inappropriate verbal, written, or physical conduct of a sexual nature; media in such context. (Consideration would need to be given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and consequences.)	
Bullying/Harassment (407) As part of any disciplinary response, schools should emphasize intervention strategies, and refer students to appropriate counseling. <i>See Board Policy 303, Bullying, Harassment, or Intimidation; and MCPS Regulations 303 EA, Student Bullying, Harassment, or Intimidation; and MCPS Form 200-31, Bullying, Harassment, or Intimidation Reporting Form.</i>			In accordance with Maryland law, conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's physical or psychological well-being, and is— (1) Either (a) motivated by an actual or a perceived personal characteristic, including race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes; or sexual in nature; or (c) threatening or seriously intimidating; and (2) Either (a) occurs on school property, at a school-sponsored activity or event, or on a school bus; or (b) substantially disrupts the orderly operation of a school. Cyberbullying is a form of bullying, harassment, and intimidation. Cyberbullying means a communication transmitted by means of an electronic device, and includes the use of social media sites. Cyberbullying shall include any future applications that fall under "electronic communication." "Electronic Communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer or tablet.	

What We've Learned – What We're Doing

Sexual Harassment

The following MCPS offices can also provide additional support:

- **MCPS Student Welfare and Compliance** works collaboratively with schools, central office and community agencies to ensure consistency and coherence with implementation of policies, regulations and guidelines, such as issues related to human relations; bullying, harassment (including Title IX sexual harassment) and intimidation; recognizing and reporting child abuse and neglect; and gender identity. You can call 240-740-3215 or email COS-StudentWelfare@mcpsmd.org.
- **MCPS Office of Student and Family Support and Engagement (OSFSE)** oversees MCPS services and programs needed to promote positive school cultures and advance the academic, physical, social and psychological well-being of every student. You can call the office at 240-740-5630.
- **The Equity Initiatives Unit** supports, coaches, consults and collaborates with schools and offices to design and implement efforts to address equity and cultural competency. They help school and office employees, in their day-to-day work, address structural barriers that enable our racial achievement gap to persist. You can call the office at 240-740-4070.
- **MCPS school psychologists** can be contacted by calling your school, or by contacting the office at 240-740-5640.

AVAILABLE SUPPORTS

Sexual Harassment

Resources and linked documents:

- Student Welfare and Compliance webpage [found here](#)
- MCPS Nondiscrimination Statement [found here](#)
- Support for a student who may be the target of bullying, harassment (including sexual harassment), and/or intimidation can be [found here](#)
- Support for a student who may be the target of sexual harassment or sexual assault by force or threat of force can be [found here](#)
- Support for a student who may need a Safety and Supportive Measures Plan can be [found here](#)
- The Superintendent's letter regarding MCPS efforts to address recent allegations of sexual assault, harassment and discrimination, and provide supports to students and families can be [found here](#)
- Support for anyone who suspects the abuse or neglect of a child or vulnerable adult can be [found here](#)
- Student Rights and Responsibilities can be [found here](#)

ONLINE RESOURCES