

**GROTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
NOVEMBER 23, 2020 @ 6:00 P.M.
REMOTE MEETING**

MEMBERS PRESENT: Kim Shepardson Watson, Andrea Ackerman, Dean Antipas, Jane Giuliani, Liz Porter, Rosemary Robertson, Rita Volkmann, Jay Weitlauf, Lee White

ALSO PRESENT: Mike Graner, Susan Austin, Denise Doolittle, Sam Kilpatrick, Ken Knight, Laurie LePine, Xavion Quito, Alysson Schuyler

I. CALL TO ORDER – Dr. Michael Graner called the meeting to order at 6:04 p.m.

A. Pledge of Allegiance

The first order of business was the pledge of allegiance to the flag.

B. Election of Officers

MOTION: Volkmann, Robertson: To nominate Kim Shepardson Watson as Chairman of the Board of Education.

PASSED – UNANIMOUSLY

MOTION: Porter, Volkmann: To nominate Andrea Ackerman as Vice Chair of the Board of Education.

PASSED - UNANIMOUSLY

C. Discussion and possible action re: the appointment of the Superintendent of Schools.

MOTION: Watson, Porter: To approve the appointment of Susan Austin as Superintendent of Schools, effective January 1, 2021, pending the finalization of her contract.

PASSED - UNANIMOUSLY

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

NONE

III. COMMENTS FROM CITIZENS

NONE

IV. RESPONSE TO COMMENTS FROM CITIZENS

NONE

V. STUDENT REPRESENTATIVE REPORT

The Board welcomed Alysson Schuyler as the new Student Representative. Both she and Zay Quito reported that students are excited about the distance learning schedule after the Thanksgiving holiday.

VI. SUPERINENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report

- a. Update re: post-Thanksgiving Instructional Program – Dr. Graner stated that there is a struggle to get substitutes. Dr. Graner noted that he will have a “good read” in terms of staffing going forward after the two week remote learning. Dr. Graner noted that Social Workers and Principals are making home visits to disengaged students.
- b. Update re: CIAC Winter Athlete Schedule – Dr. Graner noted that the CIAC met last week after extensive dialogue with the Department of Public Health regarding the winter schedule. It was determined that all team activities would be postponed until January 19th; starting January 19th team activities will be allowed to be held; no high risk activities will be played; and no out of State competition will occur.
- c. Update re: the DEI Book Club Discussion – Dr. Graner noted that 52 people participated in the DEI Book Club discussion. The committee discussed the book by Ijeoma Oluo entitled, “*So You Want to Talk About Race.*” There was a very diverse group in attendance. The next book discussion will occur on December 15, 2020.

B. Assistant Superintendent

- a. Update re: Hybrid/Full Distance Learning Program (**ATTACHMENTS #1, 2, 3**) – Ms. Austin gave an overview of the Hybrid/Remote Learning Program. Ms. Austin noted the work that has been done on the district website; the four major components are:
 1. Hybrid Learning Plan
 2. Distant Learning Guidelines
 3. Attendance Matters
 4. School Reopening Plan
- b. Overview of the Teacher College Writing Program Grant Closeout – Ms. Austin noted that this was the first Department of Defense Grant in Literacy. The amount of the grant was 1.5 million dollars. Mrs. Valerie Nelson was the Grant Director. Mrs. Nelson gave an overview of the work done through the grant. Mrs. Nelson noted that the goal was embracing skills through literacy; teaching reading and writing with Teachers College, Staff Development, trainers, and teacher responses were outstanding. Mrs. Nelson also noted that scores increased in reading and writing. Mrs. Nelson noted that the student engagement in reading and writing was also evident.

C. Business Manager

- a. Object Code Summary (**ATTACHMENT #4**) – Mr. Knight reviewed the Object Code Summary dated November 17, 2020 that shows an unexpended balance of \$133,166.
- b. Health Insurance Report – Mr. Knight reviewed the Health Insurance Report for the month of September (**ATTACHMENT #5**).

D. Director of Buildings and Grounds

- a. Topping Off Ceremony at Thames River - Mr. Kilpatrick noted the video on the website of the topping off ceremony at Thames River Magnet School.
- b. Discussion of the Status of the Three Schools Slated to be closed – Mr. Kilpatrick noted the status of the schools to be closed:
 1. CC – gym floor needs to be looked at;
 2. SBB – roof replacement and asbestos removal;
 3. Keep MM online:
 - Drive way would have to be address should the district wish to reopen MM if swing space should be needed
 - Could be used for Robotics

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VI. COMMITTEE REPORTS

- A. Policy – Mrs. White noted that the Policy Committee has met and noted the first reading of policies on the agenda. Mrs. White stated that the Policy Committee will meet again next week.
- B. Curriculum – Dr. Ackerman noted that the Curriculum Committee will meet on December 14, 2020 and that Ms. Hodge will address the 2 proposed courses entitled African America and Latin America Studies.
- C. Finance/Facilities – Mr. Weitlauf noted that the Finance/Facilities Committee met on November 2, 2020 and discussed the issue of retaining Mary Morrisson Elementary School, field stripping, preparing for the budget, architectural study of the Field House at Fitch High School, the closing out of the middle school, the CARES budget, and the supplemental budget.
- D. LEARN – Mrs. Volkmann noted that LEARN met on November 12, 2020 and had a presentation from Christine Stringfellow, Superintendent from Norwich Public Schools; Ryan Dolan from LEARN will reaching out to districts regarding the Teacher Residency Program – the cost for the program is \$65,000 per candidate; LEARN has purchased new a software tool entitled Thought Exchange.
- E. BoE/TCC/RTM Liaison – Mrs. Watson noted that the BoE/TCC/RTM Liaison Committee will met and discussed the new buildings, the budget, and the Hybrid Model.
- F. BoE/AGSA/GEA Liaison – Mrs. Watson noted that the BoE/AGSA/GEA Liaison Committee will meet again in January.
- G. Groton Scholarship – Mrs. White noted that the Groton Scholarship Fund met and will meet again in December.
- H. Athletic Fields – Mr. Weitlauf noted that the committee held a Public Hearing two weeks ago. The committee will meet next and hold a vote then forward the issue to the Town Council.

VIII. ACTION ITEMS

A. Consent Agenda

MOTION: Robertson, White: To approve the Consent Agenda.
PASSED – UNANIMOUSLY

B. Old Business

NONE

C. New Business

1. Discussion and possible action regarding the retention of Mary Morrisson for future use by the Robotics team and/or use as swing space.

MOTION: Weitlauf, Robertson: To approve the retention of Mary Morrisson for future use by the Robotics Team and/or use as swing space.
PASSED - UNANIMOUSLY

C. New Business – cont.

2. Discussion and possible action regarding the transfer of Claude Chester Elementary School and S. B. Butler Elementary School to the Town of Groton.

MOTION: Giulini, Porter: To approve the transfer of Claude Chester Elementary School and S. B. Butler Elementary School to the Town of Groton following the 2020-2021 school year.
PASSED – UNANIMOUSLY

3. Discussion and possible action regarding a first reading of policy P 4118.112 Sexual Harassment (Personnel) (**ATTACHMENT #6**)

MOTION: Porter, Robertson: To approve policy P 4118.112 Sexual Harassment (Personnel) as a first reading.
**YES – Watson, Ackerman, White, Robertson
Volkman, Giulini, Porter, Weitlauf
NO - Antipas
PASSED**

4. Discussion and possible action regarding a first reading of policy P5145.5 Sexual Harassment (Students) (**ATTACHMENT #7**)

MOTION: Porter, Giulini: To approve policy P 5145.5 Sexual Harassment (Students) as a first reading.
**YES – Watson, White, Robertson Volkman, Giulini,
Porter, Weitlauf
NO – Antipas
ABSTAINED - Ackerman
PASSED**

5. Discussion and possible action regarding the contract for the new Superintendent of Schools (It is anticipated that this item will be held in executive session.)

IX. INFORMATION AND PROPOSALS

- A. Letters, communications, and comments by Board members on meeting items and any other items in their jurisdiction.

- Mr. Weitlauf noted many letters and communications regarding the schools being fully open and fully closed. Mr. Weitlauf congratulated Susan Austin on being chosen the new Superintendent of Schools.
- Mrs. Giulini congratulated Susan Austin on being chosen the new Superintendent of Schools and thanked Dr. Graner for his service to the Groton Public Schools.

IX. INFORMATION AND PROPOSALS – cont.

- Mrs. Porter stated her appreciation when the public reaches out to the Board and she expressed her congratulations to Susan Austin on being chosen the new Superintendent of Schools.
- Mrs. White congratulated Susan Austin on being chosen the new Superintendent of Schools.
- Mrs. Robertson congratulated Susan Austin on being chosen the new Superintendent of Schools and that she attended the Sound Community Committee and GASP meetings.
- Mrs. Volkmann noted the same e-mails received by other Board members and congratulated Susan Austin on being chosen the new Superintendent of Schools.
- Dr. Ackerman noted the same e-mails received by other Board members and congratulated Susan Austin on being chosen the new Superintendent of Schools.
- Mrs. White noted the same e-mails received by other Board members and congratulated Susan Austin on being chosen the new Superintendent of Schools.
- Mr. Antipas congratulated Susan Austin on being chosen the new Superintendent of Schools.
- Mrs. Watson noted the same e-mails received by other Board members and congratulated Susan Austin on being chosen the new Superintendent of Schools.

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

B. Suggested Agenda Items

Ms. Austin noted that Principals are ready to present their Action Plans to the Board at a COW meeting.

XI. ADJOURNMENT

MOTION: Watson, Porter:

To go into Executive Session at 8:20 p.m. for the purpose of discussing the contract for the new Superintendent of Schools and to invite Mrs. LePine, Mr. Knight, and Ms. Austin to attend.

PASSED UNANIMOUSLY

The contract for the new Superintendent of Schools was discussed. No action was taken.

MOTION: Weitlauf, Robertson:

To return to Open Session at 8:37 p.m.

PASSED – UNANIMOUSLY

MOTION: Weitlauf, Giuliani:

To approve the contract for the new Superintendent of Schools.

PASSED – UNANIMOUSLY

MOTION: Ackerman, Volkmann:

To adjourn at 8:40 p.m.

PASSED - UNANIMOUSLY



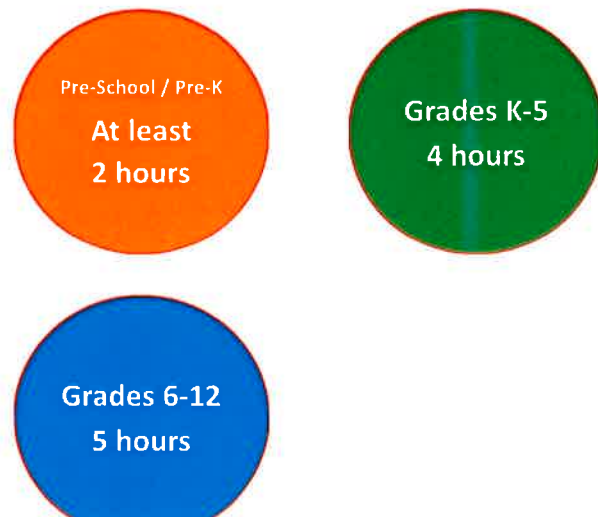
Groton Public Schools

Hybrid Learning Plan

News & Updates

Per the Connecticut State Department of Education (CSDE) guidelines set forth in **Addendum 12 Reimagining CT Classrooms: Planning and Instructional Time for Remote Learning in Hybrid and Full Remote Models**, “The optimal amount of time spent learning each day is determined by the need for teaching and learning, practicing, applying, exploring, creating, and demonstrating knowledge.”

Expected Hours of Learning Each Day Per Grade Level:



COMMISSIONER OF EDUCATION - 177 DAYS CLARIFICATION LETTER

Fall Survey Overview

Groton Public Schools Fall 2020 Parent and Educator Survey

591 Unique Parent Participants Representing 863 Students
328 Educator Participants

October 26, 2020



Groton Public Schools Hybrid and Full Distance Learning Plan states, *“The expectation is to increase student engagement with the understanding that there should be a blend of asynchronous (at any time) and synchronous (at a specific time) learning. By using live video conferencing on Zoom, along with pre-recorded lessons and assignments posted on the Learning Management Systems, students will have a balanced approach and more opportunity.”*

Students are expected to attend virtual classes and complete their assignments independently or collaboratively.

Your child's teachers are here to help!

- Teachers, tutors, specialists, special educators and paraprofessionals are available to work with students individually or in small groups.
- Students can reach out to their teachers if they have questions through various communication systems outlined by the teacher.

Groton Public Schools provides rigorous and relevant curriculum, instruction, and assessments aligned to CT Core standards, as well as a culture of inquiry and engagement for our readers, writers, mathematicians, historians, scientists, musicians, artists, and athletes. Click

HERE to see Roles and responsibilities for Students, Parents and Staff.

“We will start slow and grow”!

Groton Public Schools reopened schools September 8, 2020 for grades 1-12 and September 14, 2020 for the entire district PK-12 with a Hybrid Learning Plan. Groton Middle School students started the year with remote learning and orientations from September 8 – 11, 2020. All families were offered two options at this time; face-to-face in the classroom (in small groups) two days a week, with the rest of the week distance learning with their teacher, OR they could choose total remote learning. Several families decided to homeschool their children.

This plan will be continuously monitored with the Groton Board of Education and will be reassessed in four to six weeks. GPS will follow the Governor and State Health department guidelines as well as Connecticut State Department of Education recommendations. Whether students are face-to-face with their teacher or at home learning remotely, teachers will engage students in high quality instruction and accelerated learning, following the fall re-entry curriculum plan.

On Wednesdays, all students will be provided with remote learning and teacher support during their established office hours and/or Zoom meetings. The “Distance Learning” component of the GPS fall re-entry plan provides the opportunity for planned teaching and learning with assessment and feedback, and allows time for students (parents) and teachers to communicate. Some of the best practices and highest level of engagement comes when teachers and students can synchronize teaching and learning face-to-face, in live video conferencing settings, and when students and teachers connect in person or remotely.

Highlights of the Hybrid Learning Plan and the Full Distance Learning Plan (Remote Learning):

- Provide instruction and assessment using GPS Learning Management Systems (LMS: SeeSaw PK-2, Google Classroom grades 3-8, or Schoology grades 9-12) with

daily/weekly planning, assessing, monitoring student participation (attendance), communication, and established office hours. Teachers work their normal 7 hour days per the school schedule on Monday, Tuesday, Thursday, and Friday, however on Wednesdays' teachers work remotely, with established office hours between 9 AM – 3 PM. Teachers and students/parents will communicate via email, REMIND, and LMS systems. On Wednesdays, beyond the established office hours for communication and support with students, which could include livestream and recorded lessons, the day will also be used for planning for the next week, both personally and collaboratively. Students will have the opportunity to work remotely on assigned independent work on Wednesdays.

- In the Hybrid Learning Plan, teachers will meet with a small cohort of students face-to-face on two days a week, and teachers and students will work together remotely in a blended synchronistic and asynchronistic way for three days a week. With our “start slow and grow motto,” we will begin with establishing relationships, taking care of social emotional learning, establish routines at school and remotely, and review health protocols, and move to academic lessons, both livestream and recorded.
- Some students and families have opted for full remote learning in the beginning of school year. These students will be part of the class, to attend Zoom meetings, and fully engage in the class through the learning management system. They will be able to communicate and work with the teacher and classmates.
- Teachers will provide mini lessons that are pre-recorded or livestreamed on Zoom (or other livestreaming technology) and then recorded for students learning remotely and face-to-face. The recommendation is for grade level teams and departments to collaborate; slides with voice over along with other engaging videos are also recommended. Document cameras will be utilized to support livestreaming.
- Live video conferencing is available on Zoom (or other livestreaming technology), and can be recorded by the teacher. The expectation is to increase student engagement with the understanding that there should be a blend of asynchronistic and synchronistic learning, therefore taping those lessons at the time of livestream, and pre-recording lessons will offer a balanced approach and more opportunity for students.
- Attendance will be monitored through student participation, work completion and established check in points (i.e. can take during the homeroom period, check-in LMS, and/or answer a question of the day). CSDE provides guidelines to districts on attendance.
- Virtual PD is available to staff (i.e. Virtual Professional Development recorded from 8/28 and future events can be seen on the faculty/staff curriculum site under Professional Development, such as Google Classroom, Zoom and digital platform

resources; as well as Social Emotional Learning; Diversity, Equity and Inclusion; Literacy with TCRWP, etc.).

- Continue Curriculum Compacting around Priority standards for accelerated learning: Elementary Leadership team with teacher representatives and Secondary Department meetings at the high school, middle school led by administration, department chairs, and math and literacy specialists occur remotely; **See Fall re-entry 2020** on grotonschoools.org. GPS Curriculum maps will be made available to the public this fall.
- Communications with families, and their support to students, is a key ingredient to student success in schools, whether we are full face-to-face, hybrid, or remote.

Communication and Interactive Time tips to grow student engagement:

- Classroom set up in SeeSaw, Google Classroom, or Schoology; include admin/evaluator, and special education or support staff as needed.
- Email or text students and parents regularly with a greeting and message that new work is posted, using platform or REMIND.
- Post assignments on the Learning Management System (LMS).
- Communication and Interactive Time through Office Hours:
- Time for students to ask questions and for teachers to clarify assignments, which at minimum can be done through student school email exchange and/or within the LMS

We recognize that teachers may want to use the other features within the LMS program to instruct, communicate, and gather student feedback. In order to engage students in learning, it is recommended to present lessons face-to-face and record livestream lessons; also record slide show with voice over or pre-record a lesson (Zoom and other broadcasting technology)

The purchase of additional resources, online texts and libraries, as well as additional software will provide more student engagement during both face-to-face and distance learning. Columbia University TCRWP remote learning units of studies were purchased under the DoDEA literacy grant and made accessible to all teachers and students K-8.

The purchase of toolkits, workbooks, journals, books, calculators, and manipulatives will enhance both learning at home and at school.

Using Zoom and other broadcasting technology, teachers are able to use Live Video Conferencing, which can be recorded during the day so that it will be accessible to all students. It is recommended to collaborate with colleagues to support live video conferencing.

Per Connecticut State Department of Education **Adapt, Advance, Achieve Addendum 4** on *Interim Guidance for Decision Making Regarding the Use of In-Person, Hybrid (Blended), or Remote Learning Models in Connecticut Schools during COVID-19*:

“Therefore, in collaboration with the school district, parents who decide to opt into voluntary remote learning will also be expected to supervise and engage their children to fully and effectively access the remote learning programming that is offered through the public school district.”

As our motto goes, Start Slow and Grow; this is an opportunity for learning new techniques while implementing the hybrid model, which blends face-to-face instruction in schools with highly engaging distance learning. We will do the best to meet the needs of our students during this challenging time in education. By grade level and department, continue to review the GPS curriculum; identifying the scope of what needs to be taught in each unit, compacting curriculum and focusing on priority standards. Flexibility is very important as each student has varying levels of support at home. By giving extensions, modifying assignments, and connecting with your students to see what supports are needed, you encourage more engagement in learning. Know that the Board of Education, Superintendent and Assistant Superintendent, Administration, colleagues, students, and families are greatly appreciative of your hard work and dedication in providing the highest quality of learning during these challenging times.

Groton Public Schools

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Groton Public Schools

Guidelines for Distance Learning

Groton Public Schools

Distance Learning Guidelines for Staff, Parents, and Students

During this unprecedented time, the Groton Public Schools wishes to continue to partner with you in providing engaging opportunities for your child that allows access to meaningful instruction. We are providing distance learning opportunities for students in the Hybrid or Full Distance Learning models. Groton Public Schools are implementing your child's general education, special education services, Section 504 accommodations, and/or related services in individual, small group, and/or whole class instruction using virtual classrooms in the Google Suite and/or Schoology and/or other digital tools. This is a new model of teaching and learning for us all and we will grow in our use of technology as we implement distance learning. This document will provide information on the roles and responsibilities for staff, parents, and students so that we are able to work together as a team to continue teaching and learning during this time.

Roles and Responsibilities

- > **Staff**
- > **Parents**
- > **Students**

Per the Connecticut State Department of Education (CSDE) guidelines set forth in **Addendum 12 Reimagining CT Classrooms: Planning and Instructional Time for Remote Learning in Hybrid and Full Remote Models**, “The optimal amount of time spent learning each day is determined by the need for teaching and learning, practicing, applying, exploring, creating, and demonstrating knowledge.” The document also gives expected hours of engagement in learning from at least two hours for PK/preschool to four hours for elementary to five hours for secondary.

Groton Public Schools Hybrid and Full Distance Learning Plan states, “The expectation is to increase student engagement with the understanding that there should be a blend of asynchronistic (at any time) and synchronistic (at a specific time) learning. Therefore using scheduled video conferencing on Zoom (or other technology), which can be recorded by the teacher and posted, along with pre-recorded lessons and assignments posted on the Learning Management Systems will offer a balanced approach and more opportunity for students.”

In addition, students are expected to attend virtual classes and complete their assignments independently or collaboratively. Teachers, tutors, specialists, special educators and paraprofessionals are available to work with students individually or in small groups. Students can reach out to their teachers if they have questions through various communication systems outlined by the teacher.

Groton Public Schools provides rigorous and relevant curriculum, instruction, and assessments aligned to CT Core standards, as well as a culture of inquiry and engagement for our readers, writers, mathematicians, historians, scientists, musicians, artists, and athletes. Roles and responsibilities for Students, Parents and Staff are located under the Distance Learning Tab on the Home page of grotonschoools.org

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Groton Public Schools

ATTENDANCE MATTERS for Hybrid and Full Distance Learning

TRACKING DAILY ATTENDANCE DURING HYBRID AND REMOTE LEARNING DAYS (2020-21)

“A student is considered to be ‘in attendance’ if present at their assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.”



Attendance will be taken and tracked for each student each day, as required by the Connecticut State Department of Education. (CT SDE).

This applies to students who:

- Have opted-in to full-time remote learning;

- Are learning in-person or remotely during the week as part of a hybrid model; or
 - Learning remotely because the entire school is operating remotely.
-

Attendance process in Groton Public Schools:

ELEMENTARY SCHOOL GRADES K-5

- Students log into their learning management system (LMS) i.e. SeeSaw or Google Classroom.
- Students complete assigned learning tasks and activities. These learning tasks may include attending mini-lessons virtually, or watching a recorded version of the mini-lesson.
- Teacher will monitor attendance during the day and next morning.

MIDDLE SCHOOL GRADES 6-8

- Students log into their learning management system (LMS) - Google Classroom.
- Students will complete the check in activity at the start of every class period throughout the day.
- Students complete assigned learning tasks and activities. These learning tasks may include attending mini-lessons virtually, or watching a recorded version of the mini-lesson.

- Students are graded on required independent work assignments and class assignments.
- Teacher will monitor attendance during the day and check assignment completion.

HIGH SCHOOL

GRADES 9-12

- Students log into their learning management system (LMS) - Schoology.
- Students will complete the check in activity at the start of every class period throughout the day.
- Students complete assigned learning tasks and activities. These learning tasks may include attending class lessons virtually, or watching a recorded version of the lesson.
- Students are graded on required independent work assignments and class assignments.
- Teacher will monitor attendance during the day and check assignment completion.

State Board of Education Policy (2008)



“A STUDENT IS CONSIDERED TO BE ‘IN ATTENDANCE’ IF PRESENT AT HIS/HER ASSIGNED SCHOOL, OR AN ACTIVITY SPONSORED BY THE SCHOOL (E.G., FIELD TRIP), FOR AT LEAST HALF OF THE REGULAR SCHOOL DAY.”

A remote student can be considered as being ‘in attendance’ on a particular day if the total time spent on one or more of the following activities equals at least half the school day.

- Synchronous virtual classes are live classes that are streamed real time to students using a videoconferencing platform like Google Meets, Zoom, Microsoft Teams, etc.
- Synchronous virtual meetings may be with a teacher, counselor, social worker, paraprofessional, etc. using a videoconferencing platform or via telephone. They may be homeroom opportunities, daily routine check-ins, or other synchronous conversations.
- Time logged in electronic systems can be used to identify any time over and above the synchronous virtual classes and meetings that the student may have participated in during the school day.
- Assignment submission/completion time can be determined by the teacher by starting with an estimate of time it will take for a typical student to submit/complete that assignment, and using that estimate to gauge the attendance time for the day that should be allotted to each student.

Notes:

- If a student is absent on a given day (either in-person or remote), they cannot make up for that absence on another day.
 - Districts should track membership and attendance separately for a student's in-person vs remote days.
-
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CONNECTICUT STATE DEPARTMENT OF EDUCATION ADDENDUM 14 ON ATTENDANCE:

“Regular school attendance and overall student safety and well-being are always vital for laying a foundation for success during the school year. Paying attention to attendance is even more essential this year, given the unique challenges created by COVID-19 for schools, families, students, and community providers. Working together to cultivate student engagement and develop regular attendance habits, whether your child is in a hybrid model or full distance learning model, ensures that students benefit from the learning opportunities offered. Ongoing tracking and monitoring of absenteeism — by school, grade, and student population — ensures the ability to identify and respond, as soon as possible, when the new learning models may not be working as planned.”

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Date prep:		FY21 Budget Summary Review								
11/18/20 4:12 PM										
		FY21 Budget			FY21 Actual	Remaining Balance	%	FY21 Estimate	Under/(Over)	
Account	Object #s	2020-2021	Expenditures	Encumbered	Total			11/17/2020		
Salaries										
Administrators	105-108	4,642,710	1,818,163	2,831,887	4,650,050	(7,340)	(0.2%)	4,656,388	(13,678)	
Teachers	101-104, 109, 123-127	34,415,719	8,157,540	25,847,520	34,005,060	410,659	1.2%	34,221,888	193,831	
Non-Cert Aides	110-111, 130-131, 136, 139	3,578,209	1,010,456	0	1,010,456	2,567,753	71.8%	3,503,098	75,111	
Substitute - Cert & Non-Cert	120-121	979,580	244,546	250	244,796	734,784	75.0%	881,967	97,613	
Clerical	112-114, 132-134, 144	1,876,870	665,829	43,192	709,021	1,167,849	62.2%	1,876,870	0	
Custodial/Maintenance/Techs	117-118, 129, 137-138, 147-148	3,563,841	1,202,811	184,796	1,387,607	2,176,234	61.1%	3,563,841	0	
Campus Security/Supervision	128	146,610	49,732	0	49,732	96,878	66.1%	146,610	0	
Total Salaries	100	49,203,539	13,149,078	28,907,645	42,056,722	7,146,817	14.5%	48,850,662	352,877	
Benefits										
Health Insurance	201-202	7,965,817	2,566,894	0	2,566,894	5,398,923	67.8%	7,965,817	0	
Workers Comp & Town Pension	211, 213	927,138	0	0	0	927,138	100.0%	927,138	0	
Social Security & Medicare	212, 214	1,433,611	500,048	0	500,048	933,563	65.1%	1,416,923	16,688	
Other Benefits	222-227	129,157	138,740	0	138,740	(9,583)	(7.4%)	164,923	(35,766)	
Total Benefits	200	10,455,723	3,205,682	0	3,205,682	7,250,041	69.3%	10,474,801	(19,078)	
Purchased Services										
Instructional Services	321-324	153,921	62,037	5,500	67,537	86,384	56.1%	154,166	(245)	
Professional Services	331	261,078	53,099	54,543	107,642	153,436	58.8%	333,810	(72,732)	
Other Prof Services	332	600,634	67,721	208,749	276,470	324,164	54.0%	600,573	61	
OT & PT Services	333	665,591	24,260	659,676	683,937	(18,346)	(2.8%)	683,937	(18,346)	
Legal	334	70,000	24,187	0	24,187	45,813	65.4%	60,050	9,950	
Athletic Officials & Other Athletic Serv	341-342	77,676	11,209	0	11,209	66,467	85.6%	77,676	0	
Computer Network Services	343	139,235	79,378	31,199	110,577	28,658	20.6%	110,577	28,658	
Total Purchased Services	300	1,968,135	321,891	959,667	1,281,558	686,577	34.9%	2,020,788	(52,653)	
Property Services										
Water & Sewer	410-411	99,801	22,204	1,597	23,801	76,000	76.2%	99,801	0	
Trash & Snow Removal	421-422	156,600	23,396	59,624	83,020	73,580	47.0%	156,600	0	
Repair/Maintenance	430-435, 490-491, 499	486,970	130,053	26,170	156,224	330,746	67.9%	487,613	(643)	
Rental	441	124,442	29,771	36,462	66,233	58,209	46.8%	124,442	0	
Total Property Services	400	867,813	205,425	123,853	329,278	538,535	62.1%	868,456	(643)	
Transportation, Insurance, Communications, Tuition										
Transportation: Schools	510-513	4,855,917	532,667	0	532,667	4,323,250	89.0%	5,096,168	(240,251)	
Transportation: Student Activities	587-596	176,589	465	2,153	2,618	173,971	98.5%	176,729	(140)	
Transportation: Staff	580-584	124,941	10,812	145	10,957	113,984	91.2%	106,037	18,904	
Insurance	522, 525	302,400	293,959	0	293,959	8,441	2.8%	309,985	(7,585)	
Communications	530-552	124,735	47,272	2,725	49,997	74,738	59.9%	123,281	1,454	
Tuition: Special Education	561-563, 568	4,481,290	454,629	1,392,275	1,846,903	2,634,387	58.8%	4,468,779	12,511	
Tuition: Other	564-567	1,484,839	207,000	844,035	1,051,035	433,804	29.2%	1,400,852	83,987	
Total Trans, Ins, Comm, Tuition	500	11,550,711	1,546,804	2,241,333	3,788,136	7,762,575	67.2%	11,681,831	(131,120)	
Supplies										
Instructional Supplies	601-609, 613-619, 622-623, 628	468,326	127,228	77,084	204,312	264,014	56.4%	479,662	(11,336)	
Computer Supplies	610-612	642,796	424,180	42,101	466,282	176,514	27.5%	629,741	13,055	
Electricity & Heating	631-633	1,344,801	387,920	2,920	390,840	953,961	70.9%	1,344,801	0	
Transportation Supplies	634, 656	247,010	32,989	0	32,989	214,021	86.6%	247,010	0	
Textbooks & Library Books	640-642, 645, 647	121,597	19,693	11,013	30,706	90,891	74.7%	128,248	(6,651)	
Facility/Maintenance Supplies	650, 652-655, 657, 659	320,220	211,935	70,601	282,536	37,684	11.8%	316,251	3,969	
Other Supplies (staff dev., etc.)	621, 624-627, 690	72,762	26,425	10,834	37,258	35,504	48.8%	73,465	(703)	
Total Supplies	600	3,217,512	1,230,370	214,553	1,444,923	1,772,589	55.1%	3,219,178	(1,666)	
Equipment										
Instructional Equipment	730, 735	64,504	11,661	46,319	57,980	6,524	10.1%	95,886	(31,382)	
Non-Instructional Equip	731, 736	26,312	4,772	48,242	53,014	(26,702)	(101.5%)	8,096	18,216	
Total Equipment	700	90,816	16,433	94,561	110,994	(20,178)	(22.2%)	103,983	(13,167)	
Total Dues & Fees										
	800	83,841	59,051	75	59,126	24,715	29.5%	85,225	(1,384)	
GRAND TOTAL		77,438,090	19,734,733	32,541,686	52,276,419	25,161,671	32.5%	77,304,924	133,166	

Groton Public Schools

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Salaries

Administrators

48 Admin	105	1,053,227	437,233	632,933	1,070,166	(16,939)	(1.6%)	1,066,905	(13,678)
49 Principals	106	1,256,347	504,518	771,276	1,275,795	(19,448)	(1.5%)	1,256,347	-
50 Assl. Principals	107	1,956,027	772,245	1,238,683	2,010,929	(54,902)	(2.8%)	1,956,027	-
51 Dean	108	377,109	104,167	188,994	293,161	83,948	22.3%	377,109	-
52		4,642,710	1,818,163	2,831,887	4,650,050	(7,340)	(0.2%)	4,656,388	(13,678)

Teachers

53 Classroom Teachers	101 & 119	24,172,827	5,788,935	18,651,433	24,440,368	(267,541)	(1.1%)	23,995,213	177,614
54 Sp.Ed Certified	102	7,462,674	1,757,295	5,786,967	7,544,262	(81,588)	(1.1%)	7,500,582	(37,908)
55 Media Specialist	103	730,616	168,327	562,289	730,616	0	0.0%	730,616	-
56 Guidance	104	1,088,601	257,195	837,778	1,094,973	(6,372)	(0.6%)	1,088,601	-
57 Athletic Director	109	11,769	5,016	9,053	14,069	(2,300)	(19.5%)	11,769	-
58 Summer School	123	8,206	41,771	0	41,771	(33,565)	(409.0%)	8,206	-
59 Adult Ed	124	39,905	11,002	0	11,002	28,903	72.4%	39,905	-
60 Tutors	125	478,270	128,000	0	128,000	350,271	73.2%	424,145	54,125
61 Coach Stipends	126	344,247	0	0	0	344,247	100.0%	344,247	-
62 Other Student Activities	127	78,604	0	0	0	78,604	100.0%	78,604	-
63		34,415,719	8,157,540	25,847,520	34,005,060	410,659	1.2%	34,221,888	193,831

Non-Cert Aides

64 Reg.Ed Teacher Aides - Kindergarten	110 & 130	393,049	83,011	0	83,011	310,038	78.9%	393,049	-
65 Sp.Ed Aides - Para I	111	758,192	214,061	0	214,061	544,131	71.8%	908,513	(150,321)
66 Sp.Ed Aides - Para II	131	2,012,619	613,776	0	613,776	1,398,843	69.5%	1,787,187	225,432
67 School Bus Aides	136	402,029	86,734	0	86,734	315,295	78.4%	402,029	-
68 Other Aides	139	12,320	12,874	0	12,874	(554)	(4.5%)	12,320	-
69		3,578,209	1,010,456	0	1,010,456	2,567,753	71.8%	3,503,098	75,111

Substitute

70 Substitute Sp.Ed Certified	121	82,989	8,949	0	8,949	74,040	89.2%	82,989	-
71 Substitute Reg.Ed Certified	120	896,591	235,597	250	235,847	660,744	73.7%	798,978	97,613
72		979,580	244,546	250	244,796	734,784	75.0%	881,967	97,613

Clerical

73 Clerical	112'113'114'132'133'134'143'144	1,876,870	665,829	43,192	709,021	1,167,849	62.2%	1,876,870	0
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Custodial/Maintenance/Techs

74 Custodial	117 & 137	1,938,622	646,367	45,194	691,561	1,247,061	64.3%	1,938,622	-
75 Maintenance	118 & 138	813,603	286,013	45,714	331,727	481,876	59.2%	813,603	-
76 Technicians	129 & 149	705,116	251,106	93,888	344,994	360,122	51.1%	705,116	-
77 Custodial Overtime	147	87,200	16,876	0	16,876	70,324	80.6%	87,200	-
78 Maintenance Overtime	148	19,300	2,449	0	2,449	16,851	87.3%	19,300	-
79		3,563,841	1,202,811	184,796	1,387,607	2,176,234	61.1%	3,563,841	0

Security

80 Security/Supervision	128	146,610	49,732	0	49,732	96,878	66.1%	146,610	-
81 Total Salaries		49,203,539	13,149,078	28,907,645	42,056,722	7,146,817	14.5%	48,850,662	352,877

Benefits

Health Insurance

82 Group Ins. Prof	201	6,096,027	2,057,773	0	2,057,773	4,038,254	66.2%	6,096,027	-
83 Group Ins. Other	202	1,869,790	509,121	0	509,121	1,360,669	72.8%	1,869,790	-
84		7,965,817	2,566,894	0	2,566,894	5,398,923	67.8%	7,965,817	0

Workers Comp & Town Pension

85 Worker's Compensation	211	515,238	0	0	0	515,238	100.0%	515,238	-
86 Town Pension	213	411,900	0	0	0	411,900	100.0%	411,900	-
87		927,138	0	0	0	927,138	100.0%	927,138	0

Social Security & Medicare

88 Social Security	212	720,155	239,137	0	239,137	481,018	66.8%	708,584	11,571
89 Medicare	214	713,456	260,911	0	260,911	452,545	63.4%	708,339	5,117
90		1,433,611	500,048	0	500,048	933,563	65.1%	1,416,923	16,688

Other Employee Benefits

91 Retirement Awards	222	1,657	37,423	0	37,423	(35,766)	(2158.5%)	37,423	(35,766)
92 Unemployment	223	50,000	57,058	0	57,058	(7,058)	(14.1%)	50,000	-
93 Tuition Reimb Certified	224	76,000	44,259	0	44,259	31,741	41.8%	76,000	-
95 Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
96		129,157	138,740	0	138,740	(9,583)	(7.4%)	164,923	(35,766)
97 Total Benefits		10,455,723	3,205,682	0	3,205,682	7,250,041	69.3%	10,474,801	(19,078)

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Purchased Services									
Instructional Services									
98 Instructional Services	321 & 323	112,421	57,386	190	57,576	54,845	48.8%	112,421	-
99 Instruct Improvement Services	322 & 324	41,500	4,651	5,310	9,961	31,539	76.0%	41,745	(245)
100		153,921	62,037	5,500	67,537	86,384	56.1%	154,166	(245)
Professional Services									
101 Professional Services	331	261,078	53,099	54,543	107,642	153,436	58.8%	333,810	(72,732)
102 Other Professional Services	332	600,634	67,721	208,749	276,470	324,164	54.0%	600,573	61
103 OT & PT Services	333	665,591	24,260	659,676	683,937	(18,346)	(2.8%)	683,937	(18,346)
104 Legal Services	334	70,000	24,187	0	24,187	45,813	65.4%	60,050	9,950
105		1,597,303	169,267	922,968	1,092,235	505,068	31.6%	1,678,370	(81,067)
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	64,776	11,209	0	11,209	53,567	82.7%	64,776	-
107 Other Athletic Services	342	12,900	0	0	0	12,900	100.0%	12,900	-
108		77,676	11,209	0	11,209	66,467	85.6%	77,676	0
Computer Network Services									
109 Computer Network Services	343	139,235	79,378	31,199	110,577	28,658	20.6%	110,577	28,658
110 Total Purchased Services		1,968,135	321,891	959,667	1,281,558	686,577	34.9%	2,020,788	(52,653)
Property Services									
Water/Sewer									
111 Water	410	65,527	14,230	1,597	15,827	49,700	75.8%	65,527	-
112 Sewer	411	34,274	7,975	0	7,975	26,299	76.7%	34,274	-
113		99,801	22,204	1,597	23,801	76,000	76.2%	99,801	0
Trash & Snow Removal									
114 Trash Removal	421	86,600	23,396	59,624	83,020	3,580	4.1%	86,600	-
115 Snow Removal	422	70,000	0	0	0	70,000	100.0%	70,000	-
116		156,600	23,396	59,624	83,020	73,580	47.0%	156,600	0
Repair/Maintenance									
117 Equipment Repairs	430	115,719	25,491	3,020	28,511	87,208	75.4%	116,334	(615)
118 Grounds Repairs	431	170,017	56,109	12,061	68,170	101,847	59.9%	170,017	-
119 General Bldg Repairs	432	50,912	9,110	0	9,110	41,802	82.1%	50,912	-
120 Painting	433	10,000	0	0	0	10,000	100.0%	10,000	-
121 Heat & Plumbing	434	46,063	5,094	0	5,094	40,969	88.9%	46,063	-
122 Electrical	435	11,947	702	0	702	11,245	94.1%	11,947	-
123 Extermination Services	490	12,268	4,976	7,320	12,296	(28)	(0.2%)	12,296	(28)
124 Bldg Fire Protection	491	45,898	3,241	2,994	6,235	39,663	86.4%	45,898	-
125 Bldg Safety Services	492	0	9,771	0	9,771	(9,771)	-	-	-
126 Other Purch Services	499	24,146	15,561	775	16,336	7,810	32.3%	24,146	-
127		486,970	130,053	26,170	156,224	330,746	67.9%	487,613	(643)
Rental									
128 Rental	441	124,442	29,771	36,462	66,233	58,209	46.8%	124,442	-
129 Total Property Services		867,813	205,425	123,853	329,278	538,535	62.1%	868,456	(643)
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
130 Reg.Ed Pupil Transportation	510 & 516	2,877,836	317,025	0	317,025	2,560,811	89.0%	3,118,087	(240,251)
131 Sp.Ed - Trans - STA	511	1,063,596	137,227	0	137,227	926,369	87.1%	1,063,596	-
132 Sp.Ed - Trans - Curtin	512	902,235	78,415	0	78,415	823,820	91.3%	902,235	-
133 Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
134		4,855,917	532,667	0	532,667	4,323,250	89.0%	5,096,168	(240,251)
Transportation: Other									
135 Transportation - Athletics	587	106,430	0	1,453	1,453	104,977	98.6%	106,430	-
136 Transportation - Field Trips	588	51,553	0	700	700	50,853	98.6%	51,553	-
137 Entry Fees - Athletics	591 & 592	13,216	465	0	465	12,751	96.5%	13,356	(140)
138 Admission Fees	595	5,390	0	0	0	5,390	100.0%	5,390	-
140		176,589	465	2,153	2,618	173,971	98.5%	176,729	(140)
Transportation: Staff									
141 Travel - Education	580 & 581	8,800	6	0	6	8,794	99.9%	8,800	-
142 Travel - Admin	582 & 583	30,300	9,112	0	9,112	21,188	69.9%	30,300	-
143 Travel - Conferences	584	85,841	1,694	145	1,839	84,002	97.9%	66,937	18,904
144		124,941	10,812	145	10,957	113,984	91.2%	106,037	18,904
Liability & Accident Insurance									
145 Liability Insurance	522	286,374	293,959	0	293,959	(7,585)	(2.6%)	293,959	(7,585)
146 Accident Insurance	525	16,026	0	0	0	16,026	100.0%	16,026	-
147		302,400	293,959	0	293,959	8,441	2.8%	309,985	(7,585)

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Communications									
148 Telephone, Telephone Repairs	530	68,810	37,936	1,000	38,936	29,874	43.4%	68,810	-
149 Postage	531	39,425	5,513	0	5,513	33,912	86.0%	37,971	1,454
150 Advertisement	540	5,000	1,392	1,725	3,117	1,883	37.7%	5,000	-
151 Minority Recruitment	541	0	0	0	0	0		-	-
152 Printing Admin	550	7,500	2,031	0	2,031	5,469	72.9%	7,500	-
153 School Publications	551 & 552	4,000	400	0	400	3,600	90.0%	4,000	-
154		124,735	47,272	2,725	49,997	74,738	59.9%	123,281	1,454
Tuition: Special Education									
155 Sp.Ed Vocational	561	461,250	10,937	13,704	24,641	436,609	94.7%	461,250	-
156 Sp.Ed BoE Placements	562	2,447,750	392,333	852,666	1,244,999	1,202,751	49.1%	2,371,055	76,695
157 Sp.Ed State Placements	563	600,000	51,358	73,160	124,519	475,481	79.2%	664,184	(64,184)
158 Sp.Ed Magnet Choice	568	972,290	0	452,745	452,745	519,545	53.4%	972,290	-
159		4,481,290	454,629	1,392,275	1,846,903	2,634,387	58.8%	4,468,779	12,511
Tuition: Other									
160 Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
161 Magnet Tuition	566	1,148,955	0	741,690	741,690	407,265	35.4%	1,091,507	57,448
162 Vo Ag Reg.Ed Tuition	567	125,884	0	102,345	102,345	23,539	18.7%	102,345	23,539
163		1,484,839	207,000	844,035	1,051,035	433,804	29.2%	1,400,852	83,987
164 Total Transportation, Insurance, Communication, Tuition		11,550,711	1,546,804	2,241,333	3,788,136	7,762,575	67.2%	11,681,831	(131,120)
Supplies									
Instructional Supplies									
165 General Classroom	601	101,351	22,811	11,031	33,842	67,509	66.6%	98,758	2,593
166 Science	602	21,150	4,468	275	4,743	16,407	77.6%	21,150	-
167 Arts & Crafts	603	20,350	5,414	6,113	11,527	8,823	43.4%	21,630	(1,280)
168 Phys. Ed	604	12,400	3,433	1,501	4,933	7,467	60.2%	13,447	(1,047)
169 Music	605	18,850	3,476	7,569	11,045	7,805	41.4%	20,584	(1,734)
170 Kindergarten	606	5,800	2,420	0	2,420	3,380	58.3%	5,989	(189)
171 Pupil Tests	607	70,225	13,932	13,402	27,334	42,891	61.1%	70,559	(334)
172 Tech. Ed	609	7,500	1,141	498	1,639	5,861	78.2%	7,500	-
173 Home Ec Supplies	613	12,700	977	2,577	3,554	9,146	72.0%	12,700	-
174 Sp.Ed Supplies	615	54,800	10,152	1,652	11,804	42,996	78.5%	56,300	(1,500)
175 Athletic Supplies	616	81,475	7,315	9,252	16,567	64,908	79.7%	79,274	2,201
176 Math Supplies	617	11,250	7,478	1,193	8,670	2,580	22.9%	19,147	(7,897)
177 Health Supplies	618	1,700	0	0	0	1,700	100.0%	1,700	-
178 Other Supplies	619	2,500	0	0	0	2,500	100.0%	2,500	-
179 Health Serv Pathogen	622	6,250	1,511	238	1,749	4,501	72.0%	7,999	(1,749)
180 School Library Supplies	623	4,950	176	616	792	4,158	84.0%	4,950	-
181 Food, Drink, Snacks	628	35,075	324	75	399	34,676	98.9%	35,474	(399)
182 Distance Learning Supplies	691	0	42,200	21,094	63,294	(63,294)		-	-
183		468,326	127,228	77,084	204,312	264,014	56.4%	479,662	(11,336)
Computer Supplies									
184 Computer Supplies	610 & 611	110,900	36,841	12,838	49,679	61,221	55.2%	111,130	(230)
185 Software	612	531,896	387,339	29,264	416,603	115,293	21.7%	518,611	13,285
186		642,796	424,180	42,101	466,282	176,514	27.5%	629,741	13,055
Electricity & Heating									
187 Electricity	631	905,538	315,821	2,920	318,741	586,797	64.8%	905,538	-
188 Propane/Natural Gas	632	229,751	23,678	0	23,678	206,073	89.7%	229,751	-
189 Heating Oil	633	209,512	48,421	0	48,421	161,091	76.9%	209,512	-
190		1,344,801	387,920	2,920	390,840	953,961	70.9%	1,344,801	0
Transportation Supplies									
191 Diesel for School Buses	634	205,430	27,803	0	27,803	177,627	86.5%	205,430	-
192 Gas for Maintenance	656	41,580	5,185	0	5,185	36,395	87.5%	41,580	-
193		247,010	32,989	0	32,989	214,021	86.6%	247,010	0
Textbooks & Library Books									
194 Textbooks	640	86,796	10,925	5,503	16,428	70,368	81.1%	90,352	(3,556)
195 Workbooks	641	12,910	8,768	314	9,082	3,828	29.7%	15,841	(2,931)
196 Textbook Rebind	642	450	0	0	0	450	100.0%	450	-
197 Library Books	645	18,391	0	5,016	5,016	13,375	72.7%	18,555	(164)
198 Periodicals	647	3,050	0	180	180	2,870	94.1%	3,050	-
199		121,597	19,693	11,013	30,706	90,891	74.7%	128,248	(6,651)

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Facility/Maintenance Supplies									
200 Equipment Repair	650	28,660	8,124	489	8,613	20,047	69.9%	28,660	-
201 Grounds Supplies	651	18,675	23,395	409	23,804	(5,129)	(27.5%)	23,804	(5,129)
202 General Bldg Repair	652	66,430	15,605	1,140	16,745	49,685	74.8%	61,430	5,000
203 Painting	653	2,500	2,900	0	2,900	(400)	(16.0%)	2,900	(400)
204 Heat & Plumbing	654	33,720	22,011	3,327	25,339	8,381	24.9%	33,720	-
205 Electrical	655	29,950	12,686	3,093	15,779	14,171	47.3%	29,950	-
206 Safety Supplies	657 & 659	11,985	103,295	61,797	165,092	(153,107)	(1277.5%)	12,487	(502)
207 Custodial Supplies	658	128,300	23,919	345	24,265	104,035	81.1%	123,300	5,000
208		320,220	211,935	70,601	282,536	37,684	11.8%	316,251	3,989
Other Supplies									
209 Sup Serv Guid Imp Ins	621	21,500	4,482	2,073	6,554	14,946	69.5%	21,500	-
210 Audio Visual	624 & 625	7,402	1,192	0	1,192	6,210	83.9%	7,402	-
211 General Admin Supplies	626	13,360	917	5,006	5,923	7,437	55.7%	13,273	87
212 School Admin Supplies	627	11,250	6,022	505	6,527	4,723	42.0%	12,031	(781)
213 Professional Materials	690	19,250	3,728	158	3,886	15,364	79.8%	19,260	(10)
214 Personal Protective Equipment	692 & 693	0	10,084	3,091	13,175	(13,175)	-	-	-
215		72,762	26,425	10,834	37,258	35,504	48.8%	73,465	(703)
216 Total Supplies		3,217,512	1,230,370	214,553	1,444,923	1,772,589	55.1%	3,219,178	(1,666)
Equipment									
Instructional Equipment									
217 Replace Instr Equip	730	29,770	1,926	29,153	31,079	(1,309)	(4.4%)	52,579	(22,809)
218 Add Instr Equipment	735	34,734	9,735	17,165	26,900	7,834	22.6%	43,307	(8,573)
219		64,504	11,661	46,319	57,980	6,524	10.1%	95,886	(31,382)
Non-Instructional Equipment									
220 Replace Non-Instr Equipment	731	25,000	0	48,242	48,242	(23,242)	(93.0%)	3,324	21,676
221 Add Non-Instr Equipment	736	1,312	4,772	0	4,772	(3,460)	(263.7%)	4,772	(3,460)
222		26,312	4,772	48,242	53,014	(26,702)	(101.5%)	8,096	18,216
223 Total Equipment		90,816	16,433	94,561	110,994	(20,178)	(22.2%)	103,983	(13,167)
Dues - Fees									
Dues/Fees									
224 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
225 General Admin Dues	811	15,950	13,769	75	13,844	2,106	13.2%	17,044	(1,094)
226 School Admin Dues	812	37,465	21,840	0	21,840	15,625	41.7%	37,755	(290)
227 Other Dues	819	4,885	2,851	0	2,851	2,034	41.6%	4,885	-
228 Total Dues/Fees		83,841	59,051	75	59,126	24,715	29.5%	85,225	(1,384)
229 Grand Total		77,438,090	19,734,733	32,541,686	52,276,419	25,161,671	32.5%	77,304,924	133,166

Groton Public Schools
FY21 Budget Summary Review
Summary at Program Level III

Function No.	Description	FY21 Budget	Expenditure	Encumbered	FY21 Total	Remaining Balance	%	FY21 FY20 Estimated	Increase (Decrease)
		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,102,845	3,124,965	8,046,770	11,171,736	1,931,109	14.7%	13,101,853	1,792
1102	FUNCTION-1102 ART	674,103	155,906	427,502	583,408	90,695	13.5%	677,130	(3,027)
1104	FUNCTION-1104 LANGUAGE ARTS	2,336,132	535,857	1,470,056	2,005,913	330,219	14.1%	2,336,132	-
1105	FUNCTION-1105 WORLD LANGUAGES	1,294,834	315,169	827,732	1,142,901	151,933	11.7%	1,301,925	(7,091)
1106	FUNCTION-1106 CONSUMER SCIENCE	160,712	31,962	86,283	118,245	42,467	26.4%	161,880	(1,168)
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	768,063	150,743	409,754	560,497	207,566	27.0%	647,449	120,614
1108	FUNCTION-1108 MATHEMATICS	2,039,084	495,378	1,351,498	1,846,876	192,208	9.4%	2,041,892	(2,808)
1109	FUNCTION-1109 MUSIC	738,098	161,357	464,395	625,752	112,346	15.2%	741,728	(3,630)
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,159,763	243,974	646,849	899,603	260,070	23.2%	1,160,366	(603)
1111	FUNCTION-1111 SCIENCE	2,288,339	564,861	1,381,655	1,946,517	344,822	14.0%	2,230,513	57,826
1112	FUNCTION-1112 SOCIAL STUDIES	1,816,607	413,935	1,174,671	1,588,605	222,002	12.3%	1,810,941	(334)
1114	FUNCTION-1114 HEALTH EDUCATION	231,660	75,697	252,142	327,839	(96,179)	(41.5%)	232,794	(1,134)
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	300	1,254	1,554	28,446	94.8%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	3,629	11,769	15,399	(15,399)	0.0%	16	(16)
1117	FUNCTION-1117 INTERN. BACCALAUREATE	86,195	8,442	2,314	10,756	75,439	87.5%	87,452	(1,257)
1119	FUNCTION-1119 UNCLASSIFIED	811,240	443,157	44,918	488,075	323,165	30.8%	712,309	98,931
1121	FUNCTION-1121 BUSINESS EDUCATION	308,970	72,774	191,191	263,965	45,005	14.6%	309,200	(230)
1124	FUNCTION-1124 HEALTH OCCUPATIONS	114,720	14,443	11,610	26,052	88,668	77.3%	114,886	(166)
1260	FUNCTION-1260 ENRICHMENT	38,551	11,655	0	11,655	26,896	69.8%	38,551	-
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,923,229	654,057	1,946,698	2,600,755	322,474	11.0%	2,923,229	-
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	8,834	44,782	0	44,782	(35,948)	(406.9%)	8,834	-
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERV	1,172,652	270,460	568,101	838,562	334,090	28.5%	1,172,816	(164)
Total Regular Instruction		32,112,981	7,838,664	19,317,133	27,155,797	4,957,184	15.4%	31,887,862	225,119
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL, 3-5	1,288,422	300,697	526,408	827,105	461,317	35.8%	1,244,727	43,695
1210	FUNCTION-1210 SPED Summer School	20,290	55,105	0	55,105	(34,815)	(171.6%)	27,608	(7,318)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	743,505	201,060	171,650	372,719	370,786	49.9%	740,365	3,140
1230	FUNCTION-1230 SPECIAL EDUCATION	8,280,293	1,983,078	3,223,550	5,206,628	3,073,665	37.1%	8,203,408	76,885
1250	FUNCTION-1250 BLIND	56,595	825	0	825	55,770	98.5%	56,595	-
1280	FUNCTION-1280 HEARING IMPAIRED	126,105	25,763	76,410	102,173	17,932	14.9%	121,605	(1,500)
Total Special Instruction		10,509,210	2,566,528	3,998,027	6,564,555	3,944,655	37.5%	10,394,309	114,901
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	80,995	17,472	9,226	26,697	54,298	67.0%	80,995	-
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		290,995	224,472	9,226	233,697	57,298	19.7%	287,995	3,000
Other Instructional Programs									
1501	FUNCTION-1501 BASEBALL	28,106	0	0	0	28,106	100.0%	28,107	(1)
1503	FUNCTION-1503 BASKETBALL, MEN	45,964	0	0	0	45,964	100.0%	45,965	(1)
1504	FUNCTION-1504 BASKETBALL, WOMEN	45,964	0	0	0	45,964	100.0%	45,965	(1)
1505	FUNCTION-1505 CROSS COUNTRY, MEN	15,870	628	2,169	2,797	13,073	82.4%	15,870	-
1506	FUNCTION-1506 CROSS COUNTRY, WOMEN	15,870	0	0	0	15,870	100.0%	15,870	-
1507	FUNCTION-1507 FOOTBALL	62,477	6,125	195	6,320	56,157	89.9%	62,477	-
1508	FUNCTION-1508 GOLF	11,574	0	0	0	11,574	100.0%	11,574	-
1509	FUNCTION-1509 FIELD HOCKEY, GIRLS	16,900	2,164	2,499	4,663	12,237	72.5%	17,480	(580)
1510	FUNCTION-1510 GYMNASTICS	5,197	0	0	0	5,197	100.0%	5,197	-
1511	FUNCTION-1511 SOCCER, MEN	35,113	2,674	4,952	7,626	27,487	78.3%	35,113	-
1512	FUNCTION-1512 SOCCER, WOMEN	33,788	4,317	514	4,831	28,957	85.7%	33,788	-
1513	FUNCTION-1513 SOFTBALL, WOMEN	37,956	0	0	0	37,956	100.0%	37,956	-
1514	FUNCTION-1514 SWIMMING, MEN	27,642	0	47	47	27,595	99.8%	27,642	-
1515	FUNCTION-1515 TENNIS, MEN	7,497	0	0	0	7,497	100.0%	7,497	-
1516	FUNCTION-1516 TENNIS, WOMEN	7,497	0	0	0	7,497	100.0%	7,497	-
1517	FUNCTION-1517 TRACK, OUTDOOR, MEN	33,729	0	0	0	33,729	100.0%	33,728	1
1518	FUNCTION-1518 TRACK, OUTDOOR, WOMEN	33,529	0	0	0	33,529	100.0%	33,528	1
1519	FUNCTION-1519 WRESTLING	22,098	0	0	0	22,098	100.0%	22,098	-
1520	FUNCTION-1520 INTRAMURAL SPORTS, MEN	15,217	0	0	0	15,217	100.0%	15,217	-
1522	FUNCTION-1522 CHEERLEADING	20,470	0	0	0	20,470	100.0%	20,470	-
1524	FUNCTION-1524 VOLLEYBALL	22,618	2,346	330	2,676	19,942	88.2%	22,618	-
1525	FUNCTION-1525 TRACK, INDOOR	25,795	0	0	0	25,795	100.0%	25,795	-
1526	FUNCTION-1526 LACROSSE, MEN	19,666	0	0	0	19,666	100.0%	19,666	-
1527	FUNCTION-1527 LACROSSE, WOMEN	17,666	0	0	0	17,666	100.0%	17,666	-
1528	FUNCTION-1528 SWIMMING, WOMEN	32,788	3,331	3,550	6,881	25,907	79.0%	32,788	-
1529	FUNCTION-1529 FENCING	15,620	0	0	0	15,620	100.0%	15,620	-
1530	FUNCTION-1530 UNIFIED SPORTS	12,181	0	0	0	12,181	100.0%	12,181	-
1540	FUNCTION-1540 OTHER EXPENSES, SPORTS	70,340	11,046	38,126	49,172	21,168	30.1%	70,079	261
1550	FUNCTION-1550 SCHOOL NEWSPAPERS	6,438	400	0	400	6,038	93.8%	6,437	1
1551	FUNCTION-1551 AMPHIBIA	6,625	0	0	0	6,625	100.0%	6,625	-
1552	FUNCTION-1552 YARBROOKS	6,014	0	0	0	6,014	100.0%	6,014	-
1555	FUNCTION-1555 OTHER ACTIVITIES	69,541	0	0	0	69,541	100.0%	69,541	-
15**	STUDENT ACTIVITIES 6-12	827,830	33,030	52,381	85,411	742,419	89.7%	828,069	(239)
TOTAL INSTRUCTION		43,741,016	10,662,694	23,376,767	34,039,461	9,701,555	22.2%	43,398,134	342,782
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	921,637	328,624	377,640	706,263	215,374	23.4%	921,464	173
2110	FUNCTION-2110 SOCIAL WORK SERVICES	348,803	90,657	287,970	378,627	(29,824)	(8.6%)	348,803	-
2120	FUNCTION-2120 GUIDANCE SERVICES	1,587,957	397,352	837,949	1,235,300	352,657	22.2%	1,587,957	-
2130	FUNCTION-2130 HEALTH SERVICES	1,229,556	93,469	842,650	936,119	293,437	23.9%	1,249,650	(20,094)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,262,682	299,550	777,484	1,077,034	185,648	14.7%	1,287,730	(25,048)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,172,189	271,012	752,257	1,023,269	148,920	12.7%	1,172,189	-
Total Support Services - Pupils		6,522,824	1,480,662	3,875,950	5,356,612	1,166,212	17.9%	6,567,794	(44,970)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	97,642	96,189	111,639	207,828	(110,186)	(112.8%)	97,642	-
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	286,825	281,889	28,686	310,575	(23,750)	(8.3%)	284,339	2,486
Total Support Services - Staff		384,467	378,078	140,325	518,403	(133,936)	(34.8%)	381,981	2,486
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	27,224	3,317	30,541	(300)	(1.0%)	40,191	(9,950)
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,530,410	461,431	327,517	788,948	741,462	48.4%	1,534,619	(4,209)
2313	FUNCTION-2313 BUSINESS OFFICE	899,718	233,722	72,850	306,582	593,136	65.9%	899,468	250
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,625,333	1,542,833	1,817,054	3,359,887	1,265,446	27.4%	4,637,063	(11,730)
Total General Support Services		7,085,702	2,265,211	2,220,747	4,485,958	2,599,744	36.7%	7,111,341	(25,639)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,933,303	2,370,484	330,808	2,701,292	4,232,011	61.0%	6,925,167	8,136
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,539,258	708,742	43,192	751,934	4,787,324	86.4%	5,779,500	(240,251)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVICE	1,819,141	822,171	331,292	1,153,462	665,679	36.6%	1,821,170	(2,029)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,294,202	4,504,396	705,292	5,209,688	9,084,514	63.6%	14,528,345	(234,143)
TOTAL SUPPORT SERVICES		28,287,155	8,628,348	6,942,313	15,570,661	12,716,531	45.0%	28,589,460	(302,265)
Community Services									
3710	FUNCTION-3710-NONPUBLIC SCHOOL	115,000	0	0	0	115,000	100.0%	115,000	0
Non-Programmed Charges									
4100	TUITION PAYMENTS	5,204,879	443,692	2,222,666	2,666,297	2,628,582	49.6%	5,201,382	3,497
GRAND TOTAL		77,430,090	19,734,733	32,541,686	52,376,419	25,161,671	22.5%	77,364,876	134,014
		0.17%							

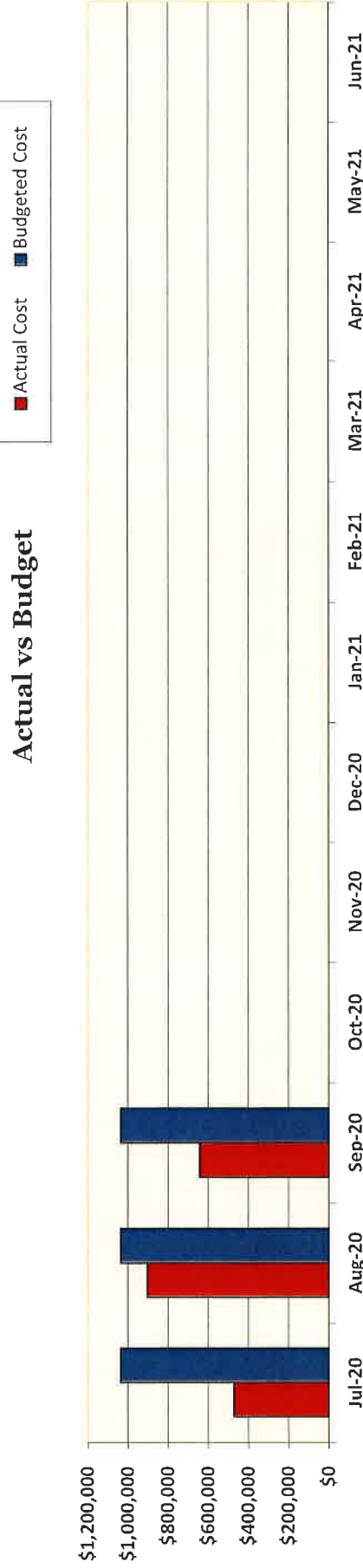
Cost vs Budget Dashboard - data through September 2020

BOE Groups Active & Retired

Self Insured - All Coverages All Enrollees											
Claim/Admin. Cost											
Date	Lives	Net Medical Paid		Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Total Fixed Costs	Total Cost	BOE Monthly Budget*	Variance - Total Cost vs BOE Budget	Actual/Estimated BOE Budget
		Claims									
Jul-20	596	\$265,817		\$83,219	\$27,896	\$376,933	\$94,956	\$471,888	\$1,037,603	(\$565,714)	45.5%
Aug-20	596	\$648,562		\$119,454	\$40,991	\$809,007	\$94,956	\$903,963	\$1,037,603	(\$133,640)	87.1%
Sep-20	591	\$412,146		\$110,765	\$24,586	\$547,497	\$94,302	\$641,800	\$1,037,603	(\$395,803)	61.9%
Oct-20											
Nov-20											
Dec-20											
Jan-21											
Feb-21											
Mar-21											
Apr-21											
May-21											
Jun-21											
YTD	1783	\$1,326,526		\$313,438	\$93,473	\$1,733,437	\$284,214	\$2,017,651	\$3,112,808	(\$1,095,157)	64.8%

Budget vs. Actual Cost

Actual vs Budget



Total fixed costs is taken from segmented Anthem Report 4 dated 3/24/20 plus Network Access Fees of \$204,724

*BOE monthly budget based on non-weighted Anthem proposal dated 3/24/20

Personnel**Sexual Harassment**

The Groton Public Schools recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Board of Education (Board) prohibits sex discrimination/sexual harassment in the District's education program or activities. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (alleged perpetrator of sexual harassment) and the context in which the sexual harassment occurs. In addition to occurring on school grounds, sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology.

Schools shall respond to sexual harassment occurring in the District's education program or activities for which they have "actual knowledge." "Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school, as well as to any other employee of an elementary and secondary school.

Sexual harassment may take the form of student-on-student, employee-on-student, employee-on-employee, student-on-employee sexual harassment, or may be perpetrated against students or employees by third parties under the control of the District. Students who engage in proven sexual harassment may be subject to discipline, up to and including expulsion. Employees who engage in proven sexual harassment may be subject to disciplinary action, up to and including termination, as well as, other action required under the law.

Definition of Sexual Harassment for the Purposes of Title IX

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning an education benefit or service on participation in unwelcome sexual conduct (i.e. quid pro quo)
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- (iii) "Sexual assault" as defined in 20 U.S.C. 1092 (f)(6)(A)(v)(the Clery Act), "dating violence" as defined 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(3) (the Violence Against Women Act (VAMA)).

Examples of sexual harassment may include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching
- sexual assault
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing or an employee's employment status
- telling lewd jokes or sharing stories about sexual experiences – even if not directed at you but done in your presence to cause you discomfort
- sending unwanted suggestive or lewd emails, letters or other communications or sharing images of a sexual nature around the workplace or displaying posters, items or screensavers of a sexual nature
- repeatedly asking for dates despite being rebuffed
- making sexually offensive gestures or facial expressions
- dating violence or stalking

Other Definitions

“Complainant” is defined as a person who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is defined as a person who is alleged to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” are defined as non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a complainant or respondent before or after the filing of a formal complaint, or where no complaint has been filed.

Title IX Coordinator

The Superintendent of Schools designates and authorizes the Director of Pupil Personnel Services to be the District's Title IX Coordinator. This individual shall be given the title of, and be referred to, as the Title IX Coordinator and is responsible for ensuring compliance across the school district with Title IX, corresponding state law, and applicable board policy concerning sex discrimination/sexual harassment.

Applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions shall be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The Title IX Coordinator's contact information shall be posted on the District's website and included in student and employee handbooks and published in other locations as deemed appropriate.

Reporting Sexual Harassment

Any person, including, but not limited to, students, their parents or guardians, employees, bystanders or third parties (whether or not the person is the alleged victim), may report sexual harassment, including sexual assault, occurring in the District's education program or activities. Reporting may occur in person, by mail, by telephone or by electronic mail, using the contact information provided for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time including during non-business hours.

A formal complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against an individual and requesting that the school investigate the alleged sexual harassment. In an instance where the Title IX Coordinator signs the complaint, the Title IX Coordinator is not a party to the complaint nor is such action taken on behalf of the complainant.

The Title IX Coordinator will make forms available for both informal reports and formal complaints of sexual harassment. Additionally, such forms will be posted on the District's website. Informal reports are permissible and may be brought by any person. However, only a complainant and the District's Title IX Coordinator may file a formal complaint. All formal complaints will be investigated. Supportive measures shall be offered to a complainant with or without the filing of a formal complaint.

There is no time limit on a complainant's decision to file a formal complaint, but complainants are encouraged to promptly report incidents of sexual harassment, and/or to file a formal complaint.

Response including Supportive Measures

Any school employee with actual knowledge of sex discrimination/sexual harassment shall promptly inform the District's Title IX Coordinator. The failure to do so may be grounds for disciplinary action.

Upon actual knowledge of sexual harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant 1) the availability of supportive measures with or without the filing of a formal complaint, 2) the right to file a formal complaint and 3) how to file a formal complaint.

A complainant as well as a respondent shall be offered free, individualized "supportive measures" (e.g. counseling, course related adjustments, modification of work or class schedules, escort services, increased security/monitoring of certain areas, mutual restrictions on contact between the parties) designed to restore or preserve equal access to education with or without a formal complaint. These, as well as other measures, may be part of a final remedy.

Upon the filing a formal complaint, the complainant will be provided with a copy of this policy and its grievance procedures.

Written notice shall be provided to the respondent and the complainant advising that a formal complaint has been filed. The respondent shall be entitled to a presumption of innocence during investigation of the complaint. Both parties will be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

Complaints that fail to allege a violation of Title IX shall be dismissed without investigation. This does not preclude the school administration from investigating or addressing the underlying conduct under relevant codes of conduct or board policy.

Emergency Removal/Administrative Leave

An emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety and notice and an opportunity to challenge the decision is provided. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

An employee-respondent may be placed on administrative leave during the pendency of a grievance process.

Informal Resolution

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer to facilitate an informal resolution option such as mediation or restorative justice.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/Victim is a student and the respondent is an employee.

Grievance Procedures

The District will promptly and thoroughly investigate all formal complaints of sexual harassment in accordance with established grievance procedures.

District grievance procedures shall be established in the form of a regulation accompanying this policy.

The grievance procedure shall be used for the reporting and investigation of, and response to a formal complaint of sexual harassment in the District's education program and activities against a person in the United States.

The District's grievance procedures shall be designed to comply with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Among other required provisions, the grievance procedures shall establish standards for fairness and equity, including a requirement that the decision maker not be the same individual as the Title IX Coordinator or the investigator, explain how to file a complaint, address required notice, set out timelines for various components of the investigation and adjudication process, establish and explain grounds for the dismissal of a complaint and provide and explain the appeal process available to both parties, include a presumption of innocence for the respondent, state the evidence standard to be used to determine responsibility and require objective evaluation of all available evidence.

Training

Training shall be provided to Title IX personnel in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Additional training may be provided to all school employees as deemed advisable.

Prohibition Against Retaliation

Retaliation against any party, witness or other participant to the grievance process is prohibited. Retaliation may form a basis for a complaint under this policy. The charging of a person with a code of conduct violation based upon a person making a materially false statement in bad faith in an investigation is not considered retaliatory.

Dissemination, Posting, and Discussion of Policy

This policy along with its accompanying regulation/grievance procedure shall appear in the Student Handbook, be discussed with students at least annually and more often as needed, be posted in prominent and accessible locations in each school building and in the Board of Education offices and be published on the District's website along with the name/title and contact information for the Title IX Coordinator.

Record Keeping

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designated to facilitate an informal process.

Alternate Complaint Procedures

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education.

Statement of Protected Rights

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

Legal References: Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds.

United States Constitution, Article XIV.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 C.F.R. 106.1, *et seq.*

Title IX Regulation, 34 C.F.R. Part 106

20 U.S.C. 1092 (f)(6)(A)(v)

34 U.S.C. 12291 (a)(8), (a)(10), (a)(36)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Bd. Of Educ., 526 U.S. 629 (1999)

Harassment Policy for Certified and Non-Certified Personnel

Harassment is not acceptable behavior and is prohibited in the Groton Public Schools. A safe and civil environment in school is necessary for all individuals to work, learn, and achieve high academic standards. Harassment, like other disruptive or violent behaviors, is conduct that disrupts both an individual's ability to perform and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, students and volunteers should be expected to model appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment.

Expected Behavior

The Groton Public Schools and Board of Education does not tolerate verbal or physical conduct by any person who disrupts or interferes with another's work environment or creates an intimidating, offensive, or hostile work environment. This policy requires all employees in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district discourages individuals from passively supporting harassment and encourages those who witness or learn of such conduct to take action by constructively attempting to stop the behavior and/or to reporting these acts to the appropriate individuals designated herein.

Harassment

Harassment may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones, or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile, intimidating, or offensive environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with the terms or conditions of employment. When such harassment is based on race, color, national origin, sex, disability, or other protected statuses, it may violate civil rights laws.

Sexual Harassment is defined as "any unwelcome conduct of a sexual nature, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature."

Examples of specific behaviors that are unwanted and sexual in nature that could constitute sexual harassment include but are not be limited to:

- Inappropriate touching
- Sexual name calling, sexual rumors
- Display of unwanted affections/overly personal conversation
- Inappropriate gestures/leers
- Cornering/blocking
- Harassing telephone calls
- Sexually explicit jokes/cartoons/pictures/sexually explicit comments
- Continuing to express sexual interest after being informed that the interest is

~~unwelcome~~

- ~~• Deliberate or careless creation of an atmosphere of sexual harassment, intimidation, or a hostile or offensive working environment~~

~~Any sexual or romantic relationships between employees of the Board and students is prohibited, whether or not they constitute sexual harassment as defined above.~~

~~This conduct or behavior may be grounds for dismissal, possible revocation of certification or license, and may violate state laws which could result in criminal charges.~~

~~If any employee believes that he/she has been the victim of harassment, he/she should seek the help of the School Principal or District Title IX Compliance Officer.~~

~~The following information is required when completing a complaint:~~

- ~~• Name(s) of person(s) or group making the complaint.~~
- ~~• Whether the person(s) represents an individual or a group.~~
- ~~• Whether the person(s) making the complaint has discussed the problem with the site administrator.~~
- ~~• A summary of the complaint and suggested solution(s).~~

~~Complaint Procedures are defined in the Regulations.~~

~~If harassment is found, immediate and appropriate action will be taken to stop the harassment and deter its recurrence. The Board is committed to providing a safe work environment free from harassment and retaliation.~~

Consequences for Violators

~~Potential consequences for any violation of this policy include but are not limited to: written warning to the offender(s), suspension or dismissal of personnel in accordance with state and federal law and/or collective bargaining agreements, or any other measures necessary to assure compliance with this policy. Steps will be taken to prevent the recurrence and to correct discriminatory effects on the complainant and others, if appropriate, and to prevent retaliation against the complainant and witnesses.~~

Regulations

~~The Superintendent of the Groton Public Schools is responsible for development of regulations to aid in the implementation of this policy.~~

Legal References:

~~Title IX of the Education Amendments Act of 1972~~

~~Title VI and VII of the Civil Rights Act of 1964~~

~~Connecticut General Statutes 462a-60 and 172-101~~

~~Public Act 92-76~~

~~Equal Employment Opportunity Commission Policy Guidance on Current Issues of~~

~~Sexual Harassment~~

Policy adopted: September 14, 1992
Revised: February 27, 2017
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Regulations

Personnel

Sexual Harassment

Prohibition Against Sexual Harassment: Response to Reports of Sexual Harassment and Grievance Procedures for Formal Complaints

The District will respond to all incidents of sexual harassment: (a) of which it has actual knowledge, and (b) that occurs within the school's education program or activity and c) occurs against a person in the United States.

"Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school as well as to any employee of an elementary and secondary school. Accordingly, any District employee with actual knowledge that sexual harassment is occurring shall notify the District's Title IX Coordinator.

Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (perpetrator of sex discrimination/sexual harassment) and the context in which the sex discrimination/sexual harassment occurs. In addition to occurring on school grounds, sex discrimination/sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology depending upon whether the District exercises control over both the respondent and the context in which the sexual harassment occurs.

Reporting of Sexual Harassment

Informal Reports

Any person, including parent/guardians, students, employees and third parties may report sexual harassment occurring in the District's education program or activity. Reporting may be in person, by mail, telephone, or by electronic mail, using the contact information provided for the Title IX Coordinator. Reports may be made during non-business hours. Reports may be made anonymously. When a reporter fails to identify a specific complainant (victim of sexual harassment) or to identify him/herself as the reporter, the District's response may be limited. Informal complaints will be accepted in any form; however, forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

Formal Complaint

While third parties may make informal reports of sexual harassment occurring in the District's education program or activities, a formal complaint may only be made by a complainant or be signed by the Title IX Coordinator, triggering an investigation. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that an investigation commence.

While there is no time limit for making an informal report or filing a formal complaint of sexual harassment, reporters/complainants are encouraged to promptly report incidents of sexual harassment to avoid the potential loss of evidence, a lapse in the memories of parties or witness or the unavailability of persons key to an investigation. The District understands that a victim may decide not to report sexual harassment, to file a formal complaint and/or may decide to wait to come forward with a report/formal complaint for a variety of reasons. The District respects complainants' decisions. However, the Title IX Coordinator has discretion to sign a formal complaint that initiates the grievance process where necessary to avoid deliberate indifference to sexual harassment even without a formal complaint from the complainant.

Forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

Supportive measures will be offered to a complainant with or without a formal complaint.

Response Including Supportive Measures

Upon actual knowledge of sex discrimination/harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant (1) the availability of supportive measures (with or without a formal complaint), and consider the complainant's wishes with respect to supportive measures (2) the right to file a formal complaint, and (3) how to file a formal complaint. The complainant shall be provided with a copy of the Board's policy prohibiting discrimination and these regulations containing its grievance procedure.

With or without the filing of a formal complaint, a complainant as well as a respondent shall be offered, free of charge, non-disciplinary, non-punitive individualized supportive measures. Supportive measures are designed to restore or preserve equal access to the education program or activity, protect the safety of all parties and the educational environment, and deter sexual harassment, without unreasonably burdening the other party.

Supportive measures may include, but are not be limited to:

- Counseling
- Course adjustments
- Modification of work
- Modification of class schedules
- Escorts
- Increased monitoring
- Restrictions on contact

Supportive measures may be modified at any time as appropriate based upon changed or evolving circumstances and may be offered before or after the filing of a formal complaint or where no complaint has been filed at all. Supportive measures may also be part of any ultimate remedy.

No disciplinary action or other punitive measure for sexual harassment shall be taken against a respondent without first following the grievance procedures set out herein and a determination of responsibility has been made. If the respondent has engaged in conduct other than sexual harassment in violation of a code

of conduct or similar restriction, the respondent may be disciplined for such action(s) notwithstanding an ongoing investigation.

Emergency Removal/Administrative Leave

With or without the filing of a formal complaint, an emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety, and provides notice and an opportunity to challenge the decision. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

A non-student employee respondent may be placed on administrative leave during the pendency of an investigation.

Dismissals of Complaints

Mandatory Dismissal

A complaint of sexual harassment must be dismissed if:

- 1.) it fails to allege conduct that constitutes sexual harassment, even if proved;
- 2.) the alleged conduct did not occur in a District activity or program or
- 3.) the alleged conduct did not occur against a person in the United States.

Permissive Dismissal

A complaint of sexual harassment may be dismissed if:

- 1.) the complainant notifies the Title IX Coordinator that he/she wishes to withdraw the complaint or an allegation;
- 2.) the respondent's enrollment or employment ends;
- 3.) specific circumstances exist that prevent the District from gathering enough evidence to reach a determination i.e. significant passage of time between the formal complaint and the alleged conduct; failure of a complainant to cooperate with the grievance process.

The complainant and the respondent will promptly and simultaneously be provided written notice of the dismissal of a complaint or allegation including the reasons for the mandatory or discretionary dismissal and an explanation of appeal rights.

Grievance Procedures (to be used for formal complaints only)

Grievance Procedures consistent with the regulations under Title IX as promulgated by the U.S. Department of Education and the principles of due process, the Groton Board of Education adopts the following Grievance Procedures responsive to formal complaints.

a. Notice

Written notice of the complaint shall be provided to the respondent prior to an initial interview with the respondent.

Written notice provided to the respondent shall include:

- notice of the Grievance Procedure, including any informal resolution process;
- notice of the allegations in sufficiently detail to allow the respondent to prepare a response; a statement that the respondent is presumed innocent and responsibility will be determined at the conclusion of the Grievance Process;
- notice of the right to have an advisor to inspect/review evidence; and
- notice of any provision in applicable codes of conduct that prohibit knowingly making false statements or providing false information in the grievance process.

Likewise, the complainant shall be provided written notice of a formal complaint.

Additional written notice shall be provided to the parties in the event of additional or revised allegations of sexual harassment.

b. Investigation

The District will promptly investigate all formal complaints of sexual harassment in accordance with these grievance procedures. The District will designate personnel to investigate formal complaints and such personnel shall be trained in accordance with this regulation. The person designated as the investigator will not be the same person as the Decision-Maker.

The respondent shall be entitled to a presumption of “innocence” until the investigation is complete. Both parties are to be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

The burden of proof shall be by a preponderance of the evidence. Both parties shall be provided with an equal opportunity to present facts and witnesses and other inculpatory or exculpatory evidence.

Each party shall have the opportunity to select an advisor of the parties “choice.”

The school shall send written notice to both the complainant and respondent of any investigative interviews, meetings or hearing.

The complainant and respondent and their advisors, if applicable, shall be provided evidence directly related to the allegations (electronic or hard copy) with at least ten (10) days to inspect, review and respond to the evidence. Such evidence shall not be further disseminated by the parties. The parties and advocates shall not further disseminate such evidence and may be required to execute a non-disclosure agreement.

The complainant and respondent shall not be prohibited from discussing the allegations or gather evidence, i.e. no “gag” orders. All parties First Amendment rights shall be honored.

Confidential information such as medical or psychological reports cannot be used as part of the investigation without written voluntary consent of the party.

Evidence of the complainant's prior sexual activity is not relevant and may not be introduced except to prove that someone other than the respondent committed the alleged misconduct or is offered to prove consent.

Supportive measures shall be offered to the complainant or respondent pending a final resolution after consultation with them.

c. Investigative Report

At the conclusion of the investigation, the investigator conducting the investigation shall prepare a report summarizing the evidence, shall provide a copy to the complainant and respondent, and give the parties ten (10) days to respond. Each party shall be provided an opportunity to submit written, relevant questions that a party wants asked of the other party, or a witness, and provide each party with the answers to each such questions.

d. Decision Maker

The decision maker, Superintendent must review the evidence applying the preponderance of the evidence standard and issue a written determination regarding responsibility with findings of fact, conclusions as to whether the conduct alleged occurred; the rationale for the result as to each allegation; and any discipline imposed on the respondent, and any other remedies to be provided to the complainant to restore or preserve equal access to the District's education program or activity

The written determination will be sent simultaneously to the parties along with an explanation of how to file an appeal.

Remedies

Remedies will be provided to a complainant when a respondent is found responsible. Remedies shall be designed to maintain the complainant's equal access to education.

The range of remedies in the case a violation is found can range from counseling to serious discipline, up to and including expulsion/termination.

The range of remedies depends on the circumstances but may include previously provided supportive measures, grade changes; the opportunity to retake a test or resubmit an assignment; reassignment of class; school-based counseling; and reinstatement to a team or activity as well as other appropriate measures.

The Title IX Coordinator shall oversee the effectiveness of the remedies toward ensuring no continued discrimination occurs.

Appeal

An appeal of the determination may be filed by either party with the Superintendent of Schools, for one of the following reasons:

- 1.) procedural irregularities
- 2.) newly discovered evidence that could affect the outcome
- 3.) the Title IX personnel (Title IX coordinator, investigator/decision maker, etc.) had a conflict of interest or bias that altered the outcome

Retaliation

Retaliation against any party, witness or other participant to an investigation is prohibited. Any claim of such may be filed in accordance with this Grievance Procedure. Discipline for filing or making a false statement shall not constitute retaliation absent evidence of such motivation.

Informal Resolution

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer an informal resolution option such as mediation or restorative justice. The staff member appointed to conduct the informal resolution shall be unbiased and receive appropriate training.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/victim is a student and the respondent is an employee.

Informal resolution may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation or restorative justice.

Confidentiality

The identities of the complainants, respondents and witnesses, except as provided herein or as required by law, including FERPA, shall not be disclosed.

Record Keeping

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designed to facilitate an informal process.

Alternate Complaint Procedures

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education, any other state or federal agency designated to receive such complaints and/or to report an incident of sexual harassment to law enforcement.

Statement of Protected Rights

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

Mandated Reporters

Nothing in the Board's sexual harassment policy or this regulation shall interfere with or alter a mandated reporter's responsibility to report child abuse or neglect or sexual assault to DCF or the police as may be required by law.

Training

Training shall be provided to Title IX personnel, including, but not limited to, Title IX Coordinators, investigators, decision makers, and any employee designed to facilitate an informal process in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

Training shall include, but is not limited to, explanation or instruction regarding:

- the definition of "sexual harassment"
- grievance procedures
- how to conduct an investigation-
- how to prepare an investigative report
- training on any technology that might be needed to carry out responsibility for investigation or decision making e.g. recording device for live hearing
- issues of relevance including how to apply rape shield protections for complainants and application of legally recognized privilege

Training may additionally be provided to other school employees as deemed appropriate.

A record shall be kept reflecting the names of all employees receive training along with the date and nature of the training.

Materials used to train personnel shall be posted to the District's website and maintained as required under the regulations under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

Procedures for Reporting and Investigating Allegations of Sexual Harassment

~~The following procedures shall be followed pursuant to the Board of Education policy prohibiting sexual harassment of students and employees of the Groton Public Schools.~~

~~I. Policy Awareness~~

- ~~A. Board of Education policy on sexual harassment shall be distributed to all employees annually in September by each building principal.~~

~~B. The district's high school, middle school, and elementary school handbooks shall print the following announcement:~~

~~—“The Groton Public Schools do not permit or condone sexual harassment of employees or students. If individuals or parents suspect that they or any students may be a victim of sexual harassment, they should contact the District Title IX Compliance Officer, at 572-2150 immediately.”~~

~~C. Board of Education policy on sexual harassment and its implementing regulations shall be transmitted annually in September to the president/chairperson of each school's Parent-Teacher Organization (P.T.O.). Additionally, the announcement specified in I.B. above shall be published in each school's first parent newsletter of the school year.~~

~~D. Principals shall provide the superintendent of schools annually in September of each year written assurance that the Board of Education policy on sexual harassment and implementing procedures have been appropriately and widely distributed and explained to students by appropriate professional staff members.~~

~~E. Students shall receive instruction annually, by teachers in health education classes, on the nature of sexual harassment, and the process for reporting suspected incidents. This instruction shall be conducted in an age appropriate manner at the elementary, middle, and high school levels. As part of this instruction, students shall be informed that they may report allegations of sexual harassment directly to a guidance counselor, school nurse, or any trusted adult or peer. Students should be advised that if they are identified as a trusted peer by a friend, they have an obligation to that friend to report he alleged sexual harassment to a guidance counselor, school nurse, or trusted adult.~~

~~F. Staff training in the prevention of sexual harassment in the workplace shall be conducted annually as part of the district's continuing staff development program. This shall be the responsibility of the Director of Human Resources.~~

~~II. Reporting Procedures~~

~~A. The superintendent of schools will appoint a District Title IX Compliance Officer and announce the identity of this person annually prior to the beginning of the school year.~~

~~B. Reporting Procedures for Adults: Any employee, parent, individual under contract to the district or adult volunteer who believes that he/she has been the victim of sexual harassment shall report such incident(s) as follows:~~

~~(b.1) A written notice of complaint shall be file with the District Title IX Compliance officer within 30 calendar days of the alleged incident(s). The complaint shall be file don the appropriate form for such report which shall be made available to the complainant by the District Title IX Compliance Officer.~~

~~(b.2) The District Title IX Compliance Officer shall assist the complainant in filing a complaint.~~

~~(b.3) If a complainant so chooses, a friend, colleague, or union representative may accompany the complainant in presenting the issue to the District Title IX Compliance Officer.~~

~~C. Reporting Procedures for Students: Recognizing that the maturity levels of students may inhibit their ability to recognize and report suspected sexual harassment directed toward them, a different procedure shall be followed. School authorities have the responsibility to provide for the care, control, and custody of children under their supervision. This responsibility extends to protecting students from sexual harassment and them in recognizing and report any such behavior(s). The following procedures shall apply in reporting suspected sexual harassment of students:~~

~~(e.1) Sufficiently mature and self-confident students who feel comfortable filing a complainant personally shall be advised that forms for this purpose are available at both the guidance office and health office. In such cases, guidance counselors or school nurses shall assist students in the process of completing the form and in supplying to the student a copy of the board of education policy and procedures on sexual harassment. The guidance counselor or school nurse shall also notify the District Title IX Compliance Officer immediately and the parent/guardian, if the complaint is not directed toward them. If the student is a legal adult (18 years of age or older), the parent will be contacted only with the consent of the student.~~

~~(e.2) In cases where a student discloses alleged sexual harassment to a trusted adult or peer, but is unwilling to personally initiate a formal complaint, the trusted adult or peer shall report the allegations to the guidance counselor or school nurse. The guidance counselor or school nurse shall contact the student to provide counseling and support, and shall also notify the District Title IX Compliance Officer immediately.~~

Role of the District Title IX Compliance Officer

The District Title IX Compliance Officer shall immediately institute an inquiry into the allegations which shall include, but not be limited, to:

- ~~A. Advising the superintendent of schools that a complaint of alleged sexual harassment has been filed.~~
- ~~B. Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.~~
- ~~C. Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sexual harassment.~~
- ~~D. Filing a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statute 17a-101 in cases of suspected child abuse.~~

~~The inquiry shall be conducted in a timely manner. If the findings of the District Title IX Compliance Officer reject the allegations of sexual harassment, the accused and charging parties shall be so advised in writing by the Compliance Officer. Any and all material in the matter shall be removed from the file of the exonerated party, unless the exonerated party requests that a certification of the finding of insufficient evidence be placed in his/her file.~~

Obligations of the Superintendent of Schools

~~If the findings of the District Title IX Compliance Officer indicate the presence of reasonable evidence to substantiate allegations of sexual harassment, the superintendent of schools shall initiate a due process hearing under appropriate state statutes governing employee discipline and dismissal and student discipline. The hearing officer may be the superintendent of his/her designee.~~

General Policy Administration and Monitoring

~~The District Title IX Compliance Officer shall maintain a comprehensive record of all filings of sexual harassment and their disposition. An annual report shall be made to the superintendent of schools at the end of each school year.~~

~~The superintendent of schools shall file an annual report with the board of education detailing an historic record of complaints, their disposition, and plans for continued staff development and student education in the area of sexual harassment prevention. The report shall not contain the names of any parties to a complaint.~~

Regulation approved: September 5, 2012
Revised: November 28, 2016
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

SEXUAL HARASSMENT REPORT FORM

The Groton Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Unwelcomed sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual harassment shall complete this form and file it with the District Title IX Compliance Officer at the Central Office, 1300 Flanders Road, Mystic, CT, 06355 (536-4963).

____ Complainant _____
____ Home Address _____
____ Work Address _____
____ Home Phone _____ Work Phone _____

____ Date of Alleged Incident(s) _____

____ Name of person(s) you believe sexually harassed you _____
____ List any witnesses that were present _____

____ Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is file based on my honest belief that) _____ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

____ (Complainant Signature) _____ (Date) _____

Received by _____
____ Signature-District Title IX _____ (Date) _____
____ Compliance Officer _____

____ A copy of this completed form shall be provided to the Complainant.

GROTON PUBLIC SCHOOLS

INFORMAL REPORT OF SEXUAL HARASSMENT

This form may be used by any individual who wishes to make a report of sexual harassment occurring in the District's education program and activities. Anonymous reports are permitted but may limit the District's ability to respond. A complainant (student or employee believing he/she is a victim of sexual harassment) may choose to file an informal report using this form or to file a formal complaint triggering a full investigation by completing Form B. With or without a formal complaint, supportive measures will be offered to both a complainant and respondent (alleged perpetrator).

Return this form to the District Title IX Coordinator who may be contacted as follows:

Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)

Reporter's Name _____

Home Address _____

Name of School (if a student/employee) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email address _____

Preferred method of contact _____

Date of Alleged Incident(s) _____

Alleged victim's name (if not the reporter) _____

Name of person(s) you believe engaged in sexual harassment _____

List any witnesses that were present/have knowledge _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

I hereby certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief.

(Reporter's Signature)

(Date)

All reports of sexual harassment will be responded to in accordance with Board Policy 4118.112 / 5145.5 and its regulation.

Received By: _____
(Name)

(Date)

(Signature)

**GROTON PUBLIC SCHOOLS
FORMAL COMPLAINT OF SEXUAL HARASSMENT**

This form may be used by any student or employee of the District who believes they are a victim of sexual harassment occurring in the District's education program or activities and wishes to file a formal complaint. The filing/signing of this form will trigger a full investigation. With or without a formal complaint, supportive measures will be offered to both a complainant (alleged victim) and respondent (alleged perpetrator). To initiate this complaint, return this form to the District's Title IX Coordinator who may be contacted as follow: Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)

Complainant's Name _____
 Home Address _____
 Name of School of attendance or employment _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Grade (student) _____
 Current position/job (employee) _____
 Email address _____
 Preferred method of contact _____
 Date of Alleged Incident(s) _____
 Name of person(s) you believe engaged in sexual harassment _____
 List any witnesses that were present/have knowledge _____

Where did the incident(s) occur? _____
 Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do in response to the situation, etc. (Attach additional pages if necessary.)

I hereby certify that the information provided in this complaint is true, correct, and complete to the best of my knowledge and belief. By signing below, I request that a full investigation occur in accordance with Board Policy 4118.112 / 5145.5 and its regulations containing grievance procedures designed to address formal complaints of sexual harassment.

 (Reporter's Signature)

 (Date)

Received By: _____
 (Name)

 (Date)

 (Signature)



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

STUDENT/EMPLOYEE NON-DISCLOSURE AGREEMENT TITLE IX INVESTIGATION

I have been selected by _____ to be his/her advisor related to the investigation of a Title IX complaint in which [insert name of student or employee] is a named complainant/respondent. On behalf of _____, I may permissibly discuss allegations under investigation, may review evidence, both exculpatory and inculpatory, and am authorized to review an investigative report issued by the officer assigned to investigate ("confidential information").

I understand and agree to use the materials provided for my inspection and review solely for the purpose of the Title IX Grievance Process. Any further dissemination or disclosure of these confidential materials along with the content therein is prohibited. I may not copy, share, provide or other disclose or disseminate them to any individuals, organizations, groups or entities either in person, in writing, or by use of electronic technology or social media or in any other manner. At the conclusion of the matter, I will return and/or destroy any and all such confidential information provided to me in connection with the Title IX complaint and investigation.

I acknowledge that in the event that I breach this agreement, in addition to any other remedies, the school district would be entitled to injunctive relief in that there may not be an adequate remedy at law in the event of such a breach.

I agree by signing below not to further disclose or disseminate the confidential information thereof, including any and all copies and reproductions of the same.

(Name)

(Signature)

(Date)

Received by: _____
(Name/signature)

(Date)

The section below is to be completed upon the issuance of a decision of responsibility or at the conclusion of an appeal, if any.

Materials reviewed/inspected provided:

I hereby certify that the materials provided have been returned or destroyed.

Signature of advisor: _____



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

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NOTICE TO A COMPLAINANT/ALLEGED VICTIM OF SEXUAL HARASSMENT UPON THE FILING/SIGNING OF A FORMAL COMPLAINT

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed identifying you as a victim of sexual harassment in a district education program or activity. Specifically, it is alleged that **[insert description to provide sufficient detail. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct]**.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools follows its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

Attached for your review is a copy of Groton Board of Education Policy 4118.112 / 5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

As someone alleged to be the victim of sexual harassment, you are referred to as a "complainant" and the person alleged to have perpetrated the conduct that could constitute sexual harassment is referred to as a "respondent".

The grievance procedures contain information about how the complaint will be investigated and explain the rights of both the complainant and respondent. One right is the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer. Whether or not the respondent has engaged in sexual harassment will be determined at the conclusion of the District's grievance process. A respondent is presumed innocent (not responsible for the conduct) until proven otherwise. If sexual harassment is determined to have occurred, remedies will be provided. Retaliation for filing a complaint, or participation in the grievance process is prohibited.

The respondent(s) has/have also been provided with written notification of the complaint. If you are subjected to new or continued sexual harassment, are physically threatened by the respondent, or retaliated against by anyone for your involvement in this complaint, contact the Title IX Coordinator so appropriate responsive action may be taken.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112 / 5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator
Groton Public Schools
P.O. Box K
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,
Grievance Procedures



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

NOTICE TO A RESPONDENT/INDIVIDUAL ALLEGED TO HAVE COMMITTED SEXUAL HARASSMENT UPON THE FILING OF A FORMAL SEXUAL HARASSMENT COMPLAINT

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed naming you as a perpetrator of sexual harassment in a district education program or activity. Specifically, it is alleged that insert description to provide sufficient detail to allow the respondent to prepare a response. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools responds promptly and thoroughly to all formal complaints of sexual harassment following its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

The person alleged to be the victim of sexual harassment is referred to as a complainant. As someone accused of sexual harassment, you are referred to as a "respondent". A respondent is presumed innocent (not responsible for the conduct). Whether you have engaged in sexual harassment will be determined at the conclusion of the grievance process.

Attached for your review is a copy of Groton Board of Education Policy P 4118.112/5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

The grievance procedures contain information about how the complaint will be investigated and your rights and that of the complainant including the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer.

You have been provided with this notice and attached information so you may respond thoughtfully when interviewed. A school official designated as the District's official investigator in this matter will contact you to schedule an initial interview. The purpose of the initial interview is to explain the grievance process, discuss the allegations and provide you with an opportunity to ask questions, share information, and respond to the allegations. Interviews are part of the investigation process and are essential to the fact-finding process required prior to the issuance of a final determination.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112/5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator
Groton Public Schools
P.O. Box K
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,
Grievance Procedures R 4118.112/5145.5

Students/Personnel**Sexual Harassment**

The Groton Public Schools recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Board of Education (Board) prohibits sex discrimination/sexual harassment in the District's education program or activities. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (alleged perpetrator of sexual harassment) and the context in which the sexual harassment occurs. In addition to occurring on school grounds, sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology.

Schools shall respond to sexual harassment occurring in the District's education program or activities for which they have "actual knowledge." "Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school, as well as to any other employee of an elementary and secondary school.

Sexual harassment may take the form of student-on-student, employee-on-student, employee-on-employee, student-on-employee sexual harassment, or may be perpetrated against students or employees by third parties under the control of the District. Students who engage in proven sexual harassment may be subject to discipline, up to and including expulsion. Employees who engage in proven sexual harassment may be subject to disciplinary action, up to and including termination, as well as, other action required under the law.

Definition of Sexual Harassment for the Purposes of Title IX

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning an education benefit or service on participation in unwelcome sexual conduct (i.e. quid pro quo)
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- (iii) "Sexual assault" as defined in 20 U.S.C. 1092 (f)(6)(A)(v)(the Clery Act), "dating violence" as defined 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(3) (the Violence Against Women Act (VAMA)).

Examples of sexual harassment may include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching
- sexual assault
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing or an employee's employment status
- telling lewd jokes or sharing stories about sexual experiences – even if not directed at you but done in your presence to cause you discomfort
- sending unwanted suggestive or lewd emails, letters or other communications or sharing images of a sexual nature around the workplace or displaying posters, items or screensavers of a sexual nature
- repeatedly asking for dates despite being rebuffed
- making sexually offensive gestures or facial expressions
- dating violence or stalking

Other Definitions

“Complainant” is defined as a person who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is defined as a person who is alleged to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” are defined as non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a complainant or respondent before or after the filing of a formal complaint, or where no complaint has been filed.

Title IX Coordinator

The Superintendent of Schools designates and authorizes the Director of Pupil Personnel Services to be the District's Title IX Coordinator. This individual shall be given the title of, and be referred to, as the Title IX Coordinator and is responsible for ensuring compliance across the school district with Title IX, corresponding state law, and applicable board policy concerning sex discrimination/sexual harassment.

Applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions shall be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The Title IX Coordinator's contact information shall be posted on the District's website and included in student and employee handbooks and published in other locations as deemed appropriate.

Reporting Sexual Harassment

Any person, including, but not limited to, students, their parents or guardians, employees, bystanders or third parties (whether or not the person is the alleged victim), may report sexual harassment, including sexual assault, occurring in the District's education program or activities. Reporting may occur in person, by mail, by telephone or by electronic mail, using the contact information provided for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time including during non-business hours.

A formal complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against an individual and requesting that the school investigate the alleged sexual harassment. In an instance where the Title IX Coordinator signs the complaint, the Title IX Coordinator is not a party to the complaint nor is such action taken on behalf of the complainant.

The Title IX Coordinator will make forms available for both informal reports and formal complaints of sexual harassment. Additionally, such forms will be posted on the District's website. Informal reports are permissible and may be brought by any person. However, only a complainant and the District's Title IX Coordinator may file a formal complaint. All formal complaints will be investigated. Supportive measures shall be offered to a complainant with or without the filing of a formal complaint.

There is no time limit on a complainant's decision to file a formal complaint, but complainants are encouraged to promptly report incidents of sexual harassment, and/or to file a formal complaint.

Response including Supportive Measures

Any school employee with actual knowledge of sex discrimination/sexual harassment shall promptly inform the District's Title IX Coordinator. The failure to do so may be grounds for disciplinary action.

Upon actual knowledge of sexual harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant 1) the availability of supportive measures with or without the filing of a formal complaint, 2) the right to file a formal complaint and 3) how to file a formal complaint.

A complainant as well as a respondent shall be offered free, individualized "supportive measures" (e.g. counseling, course related adjustments, modification of work or class schedules, escort services, increased security/monitoring of certain areas, mutual restrictions on contact between the parties) designed to restore or preserve equal access to education with or without a formal complaint. These, as well as other measures, may be part of a final remedy.

Upon the filing a formal complaint, the complainant will be provided with a copy of this policy and its grievance procedures.

Written notice shall be provided to the respondent and the complainant advising that a formal complaint has been filed. The respondent shall be entitled to a presumption of innocence during

investigation of the complaint. Both parties will be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

Complaints that fail to allege a violation of Title IX shall be dismissed without investigation. This does not preclude the school administration from investigating or addressing the underlying conduct under relevant codes of conduct or board policy.

Emergency Removal/Administrative Leave

An emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety and notice and an opportunity to challenge the decision is provided. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

An employee-respondent may be placed on administrative leave during the pendency of a grievance process.

Informal Resolution

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer to facilitate an informal resolution option such as mediation or restorative justice.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/Victim is a student and the respondent is an employee.

Grievance Procedures

The District will promptly and thoroughly investigate all formal complaints of sexual harassment in accordance with established grievance procedures.

District grievance procedures shall be established in the form of a regulation accompanying this policy.

The grievance procedure shall be used for the reporting and investigation of, and response to a formal complaint of sexual harassment in the District's education program and activities against a person in the United States.

The District's grievance procedures shall be designed to comply with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Among other required provisions, the grievance procedures shall establish standards for fairness and equity,

including a requirement that the decision maker not be the same individual as the Title IX Coordinator or the investigator, explain how to file a complaint, address required notice, set out timelines for various components of the investigation and adjudication process, establish and explain grounds for the dismissal of a complaint and provide and explain the appeal process available to both parties, include a presumption of innocence for the respondent, state the evidence standard to be used to determine responsibility and require objective evaluation of all available evidence.

Training

Training shall be provided to Title IX personnel in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time. Additional training may be provided to all school employees as deemed advisable.

Prohibition Against Retaliation

Retaliation against any party, witness or other participant to the grievance process is prohibited. Retaliation may form a basis for a complaint under this policy. The charging of a person with a code of conduct violation based upon a person making a materially false statement in bad faith in an investigation is not considered retaliatory.

Dissemination, Posting, and Discussion of Policy

This policy along with its accompanying regulation/grievance procedure shall appear in the Student Handbook, be discussed with students at least annually and more often as needed, be posted in prominent and accessible locations in each school building and in the Board of Education offices and be published on the District's website along with the name/title and contact information for the Title IX Coordinator.

Record Keeping

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designated to facilitate an informal process.

Alternate Complaint Procedures

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education.

Statement of Protected Rights

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

Legal References: Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds.

United States Constitution, Article XIV.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 C.F.R. 106.1, *et seq.*

Title IX Regulation, 34 C.F.R. Part 106

20 U.S.C. 1092 (f)(6)(A)(v)

34 U.S.C. 12291 (a)(8), (a)(10), (a)(36)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Bd. Of Educ., 526 U.S. 629 (1999)

~~Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students, and to the public.~~

Definition

~~Sexual harassment is defined as “any unwelcome conduct of a sexual nature, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.”~~

~~Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include but are not limited to:~~

- ~~• Inappropriate touching~~
- ~~• Sexual name calling, sexual rumors~~
- ~~• Display of unwanted affections/overly personal conversation~~
- ~~• Inappropriate gestures/leers~~
- ~~• Cornering/blocking~~
- ~~• Harassing telephone calls~~
- ~~• Sexually explicit jokes/cartoons/pictures/sexually explicit comments~~
- ~~• Continuing to express sexual interest after being informed that the interest is unwelcome~~
- ~~• Deliberate or careless creation of an atmosphere of sexual harassment, intimidation, or a hostile or offensive working/learning environment~~

- ~~Threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student~~

Harassment

~~Harassment may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile, intimidating or offensive environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere the terms or conditions of employment. When such harassment is based on race, color, national origin, sex, disability, or other protected statuses, it may violate civil rights laws.~~

~~Any sexual or romantic relationships between employees of the Board and students is prohibited, whether or not they constitute sexual harassment as defined above.~~

~~This conduct or behavior may be grounds for dismissal, possible revocation of certification or license, and may violate state laws which could result in criminal charges.~~

Procedures

~~It is the express policy of the Board of Education to encourage victims of sexual harassment to report any occurrence of harassment. Students are encouraged to promptly report complaints of sexual harassment to any staff member (i.e. teacher, guidance counselor, building principal, director of special services, superintendent, etc.). Further, the victim will be referred to an appropriate counselor, social worker, or psychologist to provide assistance in completing the written complaint.~~

~~The District's Title IX Coordinator shall be responsible for conducting an investigation into the complaint and recommending corrective action when allegations are verified.~~

~~Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.~~

~~The school district will provide annual professional development for all staff as well as sexual harassment education to all students. Further, the district will annually distribute its policy and procedures for filing a complaint to all staff at the beginning of every school year. The district will include information on the policy in the student handbooks in an effort to maintain an environment free of sexual harassment.~~

~~Legal Reference: Civil Rights act of 1964, Title VII, 42 U.S.X. §2000-e2(a);
Equal Employment Opportunity Commission Policy Guidance
(N 915.034) on Current Issues of Sexual Harassment, effective 10/15/88;
Title IX of the Education Amendments of 1972, 34 CFR Section 106;
Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986)
Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited
Constitution of the State of Connecticut, Article I, Section 20;~~

Policy adopted: September 14, 1992

Revised: February 27, 2017

GROTON PUBLIC SCHOOLS

Groton, Connecticut

Revised:

Regulations

Prohibition Against Sexual Harassment: Response to Reports of Sexual Harassment and Grievance Procedures for Formal Complaints

The District will respond to all incidents of sexual harassment: (a) of which it has actual knowledge, and (b) that occurs within the school's education program or activity and c) occurs against a person in the United States.

"Actual knowledge" means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school as well as to any employee of an elementary and secondary school. Accordingly, any District employee with actual knowledge that sexual harassment is occurring shall notify the District's Title IX Coordinator.

Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (perpetrator of sex discrimination/sexual harassment) and the context in which the sex discrimination/sexual harassment occurs. In addition to occurring on school grounds, sex discrimination/sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school related conferences or through use of school technology depending upon whether the District exercises control over both the respondent and the context in which the sexual harassment occurs.

Reporting of Sexual Harassment

Informal Reports

Any person, including parent/guardians, students, employees and third parties may report sexual harassment occurring in the District's education program or activity. Reporting may be in person, by mail, telephone, or by electronic mail, using the contact information provided for the Title IX Coordinator. Reports may be made during non-business hours. Reports may be made anonymously. When a reporter fails to identify a specific complainant (victim of sexual harassment) or to identify him/herself as the reporter, the District's response may be limited. Informal complaints will be accepted in any form; however, forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

Formal Complaint

While third parties may make informal reports of sexual harassment occurring in the District's education program or activities, a formal complaint may only be made by a complainant or be signed by the Title IX Coordinator, triggering an investigation. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that an investigation commence.

While there is no time limit for making an informal report or filing a formal complaint of sexual harassment, reporters/complainants are encouraged to promptly report incidents of sexual harassment to avoid the potential loss of evidence, a lapse in the memories of parties or witness or the unavailability of persons key to an investigation. The District understands that a victim may decide not to report sexual harassment, to file a formal complaint and/or may decide to wait to come forward with a report/formal complaint for a variety of reasons. The District respects complainants' decisions. However, the Title IX Coordinator has discretion to sign a formal

complaint that initiates the grievance process where necessary to avoid deliberate indifference to sexual harassment even without a formal complaint from the complainant.

Forms for making both informal reports and formal complaints are available on the District's website and from the Title IX Coordinator.

Supportive measures will be offered to a complainant with or without a formal complaint.

Response Including Supportive Measures

Upon actual knowledge of sex discrimination/harassment, the Title IX Coordinator will promptly contact the complainant to advise and discuss with the complainant (1) the availability of supportive measures (with or without a formal complaint), and consider the complainant's wishes with respect to supportive measures (2) the right to file a formal complaint, and (3) how to file a formal complaint. The complainant shall be provided with a copy of the Board's policy prohibiting discrimination and these regulations containing its grievance procedure.

With or without the filing of a formal complaint, a complainant as well as a respondent shall be offered, free of charge, non-disciplinary, non-punitive individualized supportive measures. Supportive measures are designed to restore or preserve equal access to the education program or activity, protect the safety of all parties and the educational environment, and deter sexual harassment, without unreasonably burdening the other party.

Supportive measures may include, but are not be limited to:

- Counseling
- Course adjustments
- Modification of work
- Modification of class schedules
- Escorts
- Increased monitoring
- Restrictions on contact

Supportive measures may be modified at any time as appropriate based upon changed or evolving circumstances and may be offered before or after the filing of a formal complaint or where no complaint has been filed at all. Supportive measures may also be part of any ultimate remedy.

No disciplinary action or other punitive measure for sexual harassment shall be taken against a respondent without first following the grievance procedures set out herein and a determination of responsibility has been made. If the respondent has engaged in conduct other than sexual harassment in violation of a code of conduct or similar restriction, the respondent may be disciplined for such action(s) notwithstanding an ongoing investigation.

Emergency Removal/Administrative Leave

With or without the filing of a formal complaint, an emergency removal of a respondent from the education program or activity is permissible provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety, and provides notice and an opportunity to challenge the decision. This does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA).

A non-student employee respondent may be placed on administrative leave during the pendency of an

investigation.

Dismissals of Complaints

Mandatory Dismissal

A complaint of sexual harassment must be dismissed if:

- 1.) it fails to allege conduct that constitutes sexual harassment, even if proved;
- 2.) the alleged conduct did not occur in a District activity or program or
- 3.) the alleged conduct did not occur against a person in the United States.

Permissive Dismissal

A complaint of sexual harassment may be dismissed if:

- 1.) the complainant notifies the Title IX Coordinator that he/she wishes to withdraw the complaint or an allegation;
- 2.) the respondent's enrollment or employment ends;
- 3.) specific circumstances exist that prevent the District from gathering enough evidence to reach a determination i.e. significant passage of time between the formal complaint and the alleged conduct; failure of a complainant to cooperate with the grievance process.

The complainant and the respondent will promptly and simultaneously be provided written notice of the dismissal of a complaint or allegation including the reasons for the mandatory or discretionary dismissal and an explanation of appeal rights.

Grievance Procedures (to be used for formal complaints only)

Grievance Procedures consistent with the regulations under Title IX as promulgated by the U.S. Department of Education and the principles of due process, the Groton Board of Education adopts the following Grievance Procedures responsive to formal complaints.

a. Notice

Written notice of the complaint shall be provided to the respondent prior to an initial interview with the respondent.

Written notice provided to the respondent shall include:

- notice of the Grievance Procedure, including any informal resolution process;
- notice of the allegations in sufficiently detail to allow the respondent to prepare a response; a statement that the respondent is presumed innocent and responsibility will be determined at the conclusion of the Grievance Process;
- notice of the right to have an advisor to inspect/review evidence; and
- notice of any provision in applicable codes of conduct that prohibit knowingly making false statements or providing false information in the grievance process.

Likewise, the complainant shall be provided written notice of a formal complaint.

Additional written notice shall be provided to the parties in the event of additional or revised allegations of sexual harassment.

b. Investigation

The District will promptly investigate all formal complaints of sexual harassment in accordance with these grievance procedures. The District will designate personnel to investigate formal complaints and such personnel shall be trained in accordance with this regulation. The person designated as the investigator will not be the same person as the Decision-Maker.

The respondent shall be entitled to a presumption of “innocence” until the investigation is complete. Both parties are to be treated fairly throughout the investigation and shall be entitled to an unbiased investigator who has not prejudged the matter being investigated.

The burden of proof shall be by a preponderance of the evidence. Both parties shall be provided with an equal opportunity to present facts and witnesses and other inculpatory or exculpatory evidence.

Each party shall have the opportunity to select an advisor of the parties “choice.”

The school shall send written notice to both the complainant and respondent of any investigative interviews, meetings or hearing.

The complainant and respondent and their advisors, if applicable, shall be provided evidence directly related to the allegations (electronic or hard copy) with at least ten (10) days to inspect, review and respond to the evidence. Such evidence shall not be further disseminated by the parties. The parties and advocates shall not further disseminate such evidence and may be required to execute a non-disclosure agreement.

The complainant and respondent shall not be prohibited from discussing the allegations or gather evidence, i.e. no “gag” orders. All parties First Amendment rights shall be honored.

Confidential information such as medical or psychological reports cannot be used as part of the investigation without written voluntary consent of the party.

Evidence of the complainant’s prior sexual activity is not relevant and may not be introduced except to prove that someone other than the respondent committed the alleged misconduct or is offered to prove consent.

Supportive measures shall be offered to the complainant or respondent pending a final resolution after consultation with them.

c. Investigative Report

At the conclusion of the investigation, the investigator conducting the investigation shall prepare a report summarizing the evidence, shall provide a copy to the complainant and respondent, and give the parties ten (10) days to respond. Each party shall be provided an opportunity to submit written, relevant questions that a party wants asked of the other party, or a witness, and provide each party with the answers to each such questions.

d. Decision Maker

The decision maker, Superintendent must review the evidence applying the preponderance of the evidence standard and issue a written determination regarding responsibility with findings of fact, conclusions as to whether the conduct alleged occurred; the rationale for the result as to each allegation; and any discipline imposed on the respondent, and any other remedies to be provided to the complainant to restore or preserve equal access to the District's education program or activity

The written determination will be sent simultaneously to the parties along with an explanation of how to file an appeal.

Remedies

Remedies will be provided to a complainant when a respondent is found responsible. Remedies shall be designed to maintain the complainant's equal access to education.

The range of remedies in the case a violation is found can range from counseling to serious discipline, up to and including expulsion/termination.

The range of remedies depends on the circumstances but may include previously provided supportive measures, grade changes; the opportunity to retake a test or resubmit an assignment; reassignment of class; school-based counseling; and reinstatement to a team or activity as well as other appropriate measures.

The Title IX Coordinator shall oversee the effectiveness of the remedies toward ensuring no continued discrimination occurs.

Appeal

An appeal of the determination may be filed by either party with the Superintendent of Schools, for one of the following reasons:

- 1.) procedural irregularities
- 2.) newly discovered evidence that could affect the outcome
- 3.) the Title IX personnel (Title IX coordinator, investigator/decision maker, etc.) had a conflict of interest or bias that altered the outcome

Retaliation

Retaliation against any party, witness or other participant to an investigation is prohibited.

Any claim of such may be filed in accordance with this Grievance Procedure. Discipline for filing or making a false statement shall not constitute retaliation absent evidence of such motivation.

Informal Resolution

At any point in the formal complaint process, the Districtwide Title IX Coordinator, in his/her discretion, may offer an informal resolution option such as mediation or restorative justice. The staff member appointed to conduct the informal resolution shall be unbiased and receive appropriate training.

Both parties must give voluntary, informed written consent.

Either party has a right to withdraw consent at any time, in which case the formal investigation shall proceed.

The informal resolution process shall not be available if the complainant/victim is a student and the respondent is an employee.

Informal resolution may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation or restorative justice.

Confidentiality

The identities of the complainants, respondents and witnesses, except as provided herein or as required by law, including FERPA, shall not be disclosed.

Record Keeping

The District must keep records related to reports of alleged sexual harassment for a minimum of seven years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including supportive measures. Additionally, Districts must also keep for a minimum of seven years any materials used to train Title IX Coordinators, investigators, decision makers, any employee designed to facilitate an informal process.

Alternate Complaint Procedures

In addition, or as an alternative to the filing of a sex discrimination/sexual harassment complaint through the District's grievance procedure, a person may choose to file a complaint with the Office for Civil Rights of the United States Department of Education, any other state or federal agency designated to receive such complaints and/or to report an incident of sexual harassment to law enforcement.

Statement of Protected Rights

Application of this policy and its grievance procedure shall not be interpreted to restrict rights protected under the U.S. Constitution, including the right to free speech, to be free from self-incrimination and to due process of law.

Mandated Reporters

Nothing in the Board's sexual harassment policy or this regulation shall interfere with or alter a mandated reporter's responsibility to report child abuse or neglect or sexual assault to DCF or the police as may be required by law.

Training

Training shall be provided to Title IX personnel, including, but not limited to, Title IX Coordinators, investigators, decision makers, and any employee designed to facilitate an informal process in accordance with the regulation under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

Training shall include, but is not limited to, explanation or instruction regarding:

- the definition of "sexual harassment"
- grievance procedures

- how to conduct an investigation-
- how to prepare an investigative report
- training on any technology that might be needed to carry out responsibility for investigation or decision making e.g. recording device for live hearing
- issues of relevance including how to apply rape shield protections for complainants and application of legally recognized privilege

Training may additionally be provided to other school employees as deemed appropriate.

A record shall be kept reflecting the names of all employees receive training along with the date and nature of the training.

Materials used to train personnel shall be posted to the District's website and maintained as required under the regulations under Title IX as promulgated by the U.S. Department of Education, as it may be amended from time to time.

Procedures for Reporting and Investigating Allegations of Sexual Harassment

~~The following procedures shall be followed pursuant to the Board of Education policy prohibiting sexual harassment of students and employees of the Groton Public Schools:~~

I. Policy Awareness

- ~~A. Board of Education policy on sexual harassment shall be distributed to all employees annually in September by each building principal.~~
- ~~B. The district's high school, middle school, and elementary school handbooks shall print the following announcement:~~
 - ~~———"The Groton Public Schools do not permit or condone sexual~~
 - ~~——harassment of employees or students. If individuals or parents~~
 - ~~——suspect that they or any students may be a victim of sexual~~
 - ~~——harassment, they should contact the District Title IX Compliance~~
 - ~~——Officer, at 572-2150 immediately."~~
- ~~C. Board of Education policy on sexual harassment and its implementing regulations shall be transmitted annually in September to the president/chairperson of each school's Parent-Teacher Organization (P.T.O.). Additionally, the announcement specified in I.B. above shall be published in each school's first parent newsletter of the school year.~~
- ~~D. Principals shall provide the superintendent of schools annually in September of each year written assurance that the Board of Education policy on sexual harassment and implementing procedures have been appropriately and widely distributed and explained to students by appropriate professional staff members.~~
- ~~E. Students shall receive instruction annually, by teachers in health education classes, on the nature of sexual harassment, and the process for reporting suspected incidents. This instruction shall be conducted in an age appropriate manner at the elementary, middle, and high school levels. As part of this instruction, students shall be informed that they may report allegations of sexual harassment directly to a guidance counselor, school nurse, or any trusted adult or peer. Students should be advised that if they are identified as a trusted peer by a friend, they have an obligation to that friend to report he alleged sexual harassment to a guidance counselor, school nurse, or trusted adult.~~

- F. ~~Staff training in the prevention of sexual harassment in the workplace shall be conducted annually as part of the district's continuing staff development program. This shall be the responsibility of the Director of Human Resources.~~

H. Reporting Procedures

- A. ~~The superintendent of schools will appoint a District Title IX Compliance Officer and announce the identity of this person annually prior to the beginning of the school year.~~

- B. Reporting Procedures for Adults: ~~Any employee, parent, individual under contract to the district or adult volunteer who believes that he/she has been the victim of sexual harassment shall report such incident(s) as follows:~~

~~(b.1) A written notice of complaint shall be file with the District Title IX Compliance officer within 30 calendar days of the alleged incident(s). The complaint shall be file don the appropriate form for such report which shall be made available to the complainant by the District Title IX Compliance Officer.~~

~~(b.2) The District Title IX Compliance Officer shall assist the complainant in filing a complaint.~~

~~(b.3) If a complainant so chooses, a friend, colleague, or union representative may accompany the complainant in presenting the issue to the District Title IX Compliance Officer.~~

- C. Reporting Procedures for Students: ~~Recognizing that the maturity levels of students may inhibit their ability to recognize and report suspected sexual harassment directed toward them, a different procedure shall be followed. School authorities have the responsibility to provide for the care, control, and custody of children under their supervision. This responsibility extends to protecting students from sexual harassment and them in recognizing and report any such behavior(s). The following procedures shall apply in reporting suspected sexual harassment of students:~~

- ~~(c.1) Sufficiently mature and self-confident students who feel comfortable filing a complainant personally shall be advised that forms for this purpose are available at both the guidance office and health office. In such cases, guidance counselors or school nurses shall assist students in the process of completing the form and in supplying to the student a copy of the board of education policy and procedures on sexual harassment. The guidance counselor or school nurse shall also notify the District Title IX Compliance Officer immediately and the parent/guardian, if the complaint is not directed toward them. If the student is a legal adult (18 years of age or older), the parent will be contacted only with the consent of the student.~~

- ~~(c.2) In cases where a student discloses alleged sexual harassment to a trusted adult or peer, but is unwilling to personally initiate a formal complaint, the trusted adult or peer shall report the allegations to the guidance counselor or school nurse. The guidance counselor or school nurse shall contact the student to provide counseling and support, and shall also notify the District Title IX Compliance Officer immediately.~~

Role of the District Title IX Compliance Officer

~~The District Title IX Compliance Officer shall immediately institute an inquiry into the allegations which shall include, but not be limited, to:~~

- ~~A. — Advising the superintendent of schools that a complaint of alleged sexual harassment has been filed.~~
- ~~B. — Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.~~
- ~~C. — Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sexual harassment.~~
- ~~D. — Filing a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statute 17a-101 in cases of suspected child abuse.~~

~~The inquiry shall be conducted in a timely manner. If the findings of the District Title IX Compliance Officer reject the allegations of sexual harassment, the accused and charging parties shall be so advised in writing by the Compliance Officer. Any and all material in the matter shall be removed from the file of the exonerated party, unless the exonerated party requests that a certification of the finding of insufficient evidence be placed in his/her file.~~

Obligations of the Superintendent of Schools

~~If the findings of the District Title IX Compliance Officer indicate the presence of reasonable evidence to substantiate allegations of sexual harassment, the superintendent of schools shall initiate a due process hearing under appropriate state statutes governing employee discipline and dismissal and student discipline. The hearing officer may be the superintendent of his/her designee.~~

General Policy Administration and Monitoring

~~The District Title IX Compliance Officer shall maintain a comprehensive record of all filings of sexual harassment and their disposition. An annual report shall be made to the superintendent of schools at the end of each school year.~~

Regulations — page 4

R 4118.112/5145.5

~~The superintendent of schools shall file an annual report with the board of education detailing an historic record of complaints, their disposition, and plans for continued staff development and student education in the area of sexual harassment prevention. The report shall not contain the names of any parties to a complaint.~~

Regulation approved: September 5, 2012
Revised: November 28, 2016
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

**GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT**

SEXUAL HARASSMENT REPORT FORM

The Groton Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Unwelcomed sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual harassment shall complete this form and file it with the District Title IX Compliance Officer at the Central Office, 1300 Flanders Road, Mystic, CT, 06355 (536-4963).

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Name of person(s) you believe sexually harassed you _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that) _____ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) _____ (Date)

Received by _____

Signature District Title IX _____ (Date)

Compliance Officer

A copy of this completed form shall be provided to the Complainant.

GROTON PUBLIC SCHOOLS

INFORMAL REPORT OF SEXUAL HARASSMENT

This form may be used by any individual who wishes to make a report of sexual harassment occurring in the District's education program and activities. Anonymous reports are permitted but may limit the District's ability to respond. A complainant (student or employee believing he/she is a victim of sexual harassment) may choose to file an informal report using this form or to file a formal complaint triggering a full investigation by completing Form B. With or without a formal complaint, supportive measures will be offered to both a complainant and respondent (alleged perpetrator).

*Return this form to the District Title IX Coordinator who may be contacted as follows:
Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)*

Reporter's Name _____
 Home Address _____
 Name of School (if a student/employee) _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Email address _____
 Preferred method of contact _____
 Date of Alleged Incident(s) _____
 Alleged victim's name (if not the reporter) _____
 Name of person(s) you believe engaged in sexual harassment _____
 List any witnesses that were present/have knowledge _____

Where did the incident(s) occur? _____
 Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

I hereby certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief.

 (Reporter's Signature)

 (Date)

All reports of sexual harassment will be responded to in accordance with Board Policy 4118.112 / 5145.5 and its regulation.

Received By: _____
 (Name)

 (Date)

 (Signature)

**GROTON PUBLIC SCHOOLS
FORMAL COMPLAINT OF SEXUAL HARASSMENT**

This form may be used by any student or employee of the District who believes they are a victim of sexual harassment occurring in the District's education program or activities and wishes to file a formal complaint. The filing/signing of this form will trigger a full investigation. With or without a formal complaint, supportive measures will be offered to both a complainant (alleged victim) and respondent (alleged perpetrator). To initiate this complaint, return this form to the District's Title IX Coordinator who may be contacted as follow: Director, Pupil Personnel Services, Groton Public Schools P.O. Box K Groton, CT 06340 (860-572-2150)

Complainant's Name _____
 Home Address _____
 Name of School of attendance or employment _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Grade (student) _____
 Current position/job (employee) _____
 Email address _____
 Preferred method of contact _____
 Date of Alleged Incident(s) _____
 Name of person(s) you believe engaged in sexual harassment _____
 List any witnesses that were present/have knowledge _____

Where did the incident(s) occur? _____
 Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do in response to the situation, etc. (Attach additional pages if necessary.)

I hereby certify that the information provided in this complaint is true, correct, and complete to the best of my knowledge and belief. By signing below, I request that a full investigation occur in accordance with Board Policy 4118.112 / 5145.5 and its regulations containing grievance procedures designed to address formal complaints of sexual harassment.

 (Reporter's Signature)

 (Date)

Received By: _____
 (Name)

 (Date)

 (Signature)



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

STUDENT/EMPLOYEE NON-DISCLOSURE AGREEMENT TITLE IX INVESTIGATION

I have been selected by _____ to be his/her advisor related to the investigation of a Title IX complaint in which [insert name of student or employee] is a named complainant/respondent. On behalf of _____, I may permissibly discuss allegations under investigation, may review evidence, both exculpatory and inculpatory, and am authorized to review an investigative report issued by the officer assigned to investigate ("confidential information").

I understand and agree to use the materials provided for my inspection and review solely for the purpose of the Title IX Grievance Process. Any further dissemination or disclosure of these confidential materials along with the content therein is prohibited. I may not copy, share, provide or other disclose or disseminate them to any individuals, organizations, groups or entities either in person, in writing, or by use of electronic technology or social media or in any other manner. At the conclusion of the matter, I will return and/or destroy any and all such confidential information provided to me in connection with the Title IX complaint and investigation.

I acknowledge that in the event that I breach this agreement, in addition to any other remedies, the school district would be entitled to injunctive relief in that there may not be an adequate remedy at law in the event of such a breach.

I agree by signing below not to further disclose or disseminate the confidential information thereof, including any and all copies and reproductions of the same.

(Name)

(Signature)

(Date)

Received by: _____
(Name/signature)

(Date)

The section below is to be completed upon the issuance of a decision of responsibility or at the conclusion of an appeal, if any.

Materials reviewed/inspected provided:

I hereby certify that the materials provided have been returned or destroyed.

Signature of advisor: _____



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

NOTICE TO A COMPLAINANT/ALLEGED VICTIM OF SEXUAL HARASSMENT UPON THE FILING/SIGNING OF A FORMAL COMPLAINT

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed identifying you as a victim of sexual harassment in a district education program or activity. Specifically, it is alleged that **[insert description to provide sufficient detail. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct]**.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools follows its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

Attached for your review is a copy of Groton Board of Education Policy 4118.112 / 5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District's grievance procedures.

As someone alleged to be the victim of sexual harassment, you are referred to as a "complainant" and the person alleged to have perpetrated the conduct that could constitute sexual harassment is referred to as a "respondent".

The grievance procedures contain information about how the complaint will be investigated and explain the rights of both the complainant and respondent. One right is the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer. Whether or not the respondent has engaged in sexual harassment will be determined at the conclusion of the District's grievance process. A respondent is presumed innocent (not responsible for the conduct) until proven otherwise. If sexual harassment is determined to have occurred, remedies will be provided. Retaliation for filing a complaint, or participation in the grievance process is prohibited.

The respondent(s) has/have also been provided with written notification of the complaint. If you are subjected to new or continued sexual harassment, are physically threatened by the respondent, or retaliated against by anyone for your involvement in this complaint, contact the Title IX Coordinator so appropriate responsive action may be taken.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112 / 5145.5.

Your cooperation is appreciated while this matter is investigated.

Sincerely,

District Title IX Coordinator
Groton Public Schools
P.O. Box K
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,
Grievance Procedures



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

NOTICE TO A RESPONDENT/INDIVIDUAL ALLEGED TO HAVE COMMITTED SEXUAL HARASSMENT UPON THE FILING OF A FORMAL SEXUAL HARASSMENT COMPLAINT

[Date]

Dear [Student or Employee]

Please be advised that a formal sexual harassment complaint has been filed naming you as a perpetrator of sexual harassment in a district education program or activity. Specifically, it is alleged that insert description to provide sufficient detail to allow the respondent to prepare a response. Where known, include the name of parties, the conduct alleged to be sexual harassment, the date and location of the conduct.

In accordance with Title IX and District policy, sexual harassment is prohibited in the education programs and activities of the Groton Public Schools. The Groton Public Schools responds promptly and thoroughly to all formal complaints of sexual harassment following its established grievance procedures for the investigation of and response to complaints of sex discrimination/sexual harassment.

The person alleged to be the victim of sexual harassment is referred to as a complainant. As someone accused of sexual harassment, you are referred to as a “respondent”. A respondent is presumed innocent (not responsible for the conduct). Whether you have engaged in sexual harassment will be determined at the conclusion of the grievance process.

Attached for your review is a copy of Groton Board of Education Policy P 4118.112/5145.5, Prohibition Against Sex Discrimination and Sexual Harassment, and its regulation containing the District’s grievance procedures.

The grievance procedures contain information about how the complaint will be investigated and your rights and that of the complainant including the right to designate an advisor of your choosing to review and inspect evidence on your behalf prior to a final determination. An advisor may be, but is not limited to, a parent, a relative, an advocate or a lawyer, but need not be a lawyer.

You have been provided with this notice and attached information so you may respond thoughtfully when interviewed. A school official designated as the District’s official investigator in this matter will contact you to schedule an initial interview. The purpose of the initial interview is to explain the grievance process, discuss the allegations and provide you with an opportunity to ask questions, share information, and respond to the allegations. Interviews are part of the investigation process and are essential to the fact-finding process required prior to the issuance of a final determination.

Be advised that anyone who knowingly makes false statements or provides false information in the grievance process may be subject to disciplinary action in accordance with Board of Education policy 4118.112/5145.5.

Your cooperation is appreciated while this is matter is investigated.

Sincerely,

District Title IX Coordinator
Groton Public Schools
P.O. Box K
Groton, CT 06340

cc:

Enclosures: Board Policy and regulation P 4118.112/5145.5,
Grievance Procedures R 4118.112/5145.5