

**GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
DECEMBER 14, 2020 @ 6:00 P.M.
REMOTE MEETING**

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

ALSO PRESENT: Mike Graner, Susan Austin, Denise Doolittle, Sam Kilpatrick, Ken Knight,

I. CALL TO ORDER – Mrs. Kim Watson called the meeting to order at 6:02 p.m.

A. Pledge of Allegiance

The first order of business was the pledge of allegiance to the flag led by Dr. Graner.
A performance of the National Anthem was played by the Middle School Band.

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

NONE

VI. SUPERINENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report

a. Comments – Dr. Graner commented on his tenure as Superintendent of Schools:

- It has been 7 years since he started in Groton as Superintendent of Schools;
- He leaves the legacy of the 2020 Plan;
- The closing of 4 older facilities;
- In the Fall, Groton will be 100% Elementary Magnet District;
- The passing of the referendum by 5%;
- He noted the School Facilities Task Force and their work;
- Dealing with Groton being out of racial balance;
- Acknowledged Town Council members, RTM members and GEA Officers that he has worked with;
- He has been 37 years in Southeastern Connecticut. Dr. Graner stated that it has been an honor and great pride to have serve the Groton Public Schools.

II. SUPERINENDENT AND ADMINISTRATION REPORTS cont.

B. Assistant Superintendent

- a. Update re: Instruction Programs – Ms. Austin noted that for the next two weeks the district will be in-person hybrid classes and will be full remote for the first week after the Christmas break (January 4 through January 8) with in-person classes resuming on January 11, 2021.

C. Business Manager

- a. Object Code Summary (Attachment #1) – Mr. Knight reviewed the Object Code Summary dated December 11, 2020 that shows an unexpended balance of \$322,155.
- b. Health Insurance Report – Mr. Knight reviewed the Health Insurance Report for the month of October (Attachment #2).

D. Director of Buildings and Grounds

- a. Update re: High School Asbestos Abatement Project – Mr. Kilpatrick noted that he is waiting for signatures and certified minutes to move forward with the project. Mr. Kilpatrick also noted that there was water damage found at FHS that will need abatement.
- b. School Buildings Update – Mr. Kilpatrick noted:
 1. The 2020 Plan continues to move forward;
 2. The Groton Middle School is working on the punch list;
 3. The district was able to cut back on fuel usage;
 4. Painting peeling was worked on.
 5. The paint on the Old Gym wall is peeling; staff will worked on project over Christmas break.
 6. With the impending snow prediction, the clearing of snow at the Middle School will determine the length of the delay for the opening of school.

VI. COMMITTEE REPORTS

- A. Policy – Mrs. White noted that the Policy Committee met and noted the first reading of policy on the agenda.
- B. Curriculum – Dr. Ackerman noted that the Curriculum Committee met today and discussed the African America course. This course was forwarded to the COW for review.
- C. Finance/Facilities – Mr. Weitlauf noted that the Finance/Facilities Committee met on November 30, 2020 and discussed the budget, the district credit card, the FHS asbestos abatement project, and the high school Field House study proposal
- D. LEARN – Mrs. Volkmann noted that LEARN met on December 10, 2020 and had a presentation from Patrice McCarthy, who noted that the legislature will have a long session during which they will discuss vaccinations and ECS funding as well as summer school.
- E. BoE/TCC/RTM Liaison – Dr. Ackerman noted that the BoE/TCC/RTM Liaison Committee met last week.
- F. BoE/AGSA/GEA Liaison – Mrs. Watson noted that the BoE/AGSA/GEA Liaison Committee met last Wednesday.
- G. Groton Scholarship – Mrs. White noted that the Groton Scholarship Fund will meet on Thursday.
- H. Athletic Fields – Mr. Weitlauf noted that the committee will meet on Wednesday and present a revised list to the Town Council/RTM/BOE.

VIII. ACTION ITEMS

A. Consent Agenda

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

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 4118.112 Sexual Harassment (Personnel) (Attachment #3).

MOTION: To approve policy P 4118.112 Sexual Harassment as a second reading.

This item was tabled.

2. Discussion and possible action regarding a second reading of policy P 5145.5 Sexual Harassment (Students) (Attachment #4).

MOTION: To approve policy P 5145.5 Sexual Harassment as a second reading.

This item was tabled.

C. New Business

1. Discussion and possible action regarding a first reading of policy P 6142.102 Social and Emotional Learning (Attachment #5).

MOTION: Volkmann, White: To approve policy P 6142.102 Social and Emotional Learning as a first reading.
YES – Watson, Ackerman, Volkmann, White, Weitlauf, Giulini, Robertson
NO – Antipas
ABSTAINED – Porter
PASSED

2. Discussion and possible action regarding the authorization of the Business Manager to execute a p-Card program agreement on its behalf.

MOTION: Watson, Robertson: To approve the authorization of the Business Manager to execute a p-Card program agreement on behalf of the Groton Public Schools.
PASSED - UNANIMOUSLY

3. Discussion and possible action regarding a revision to the 2021-22 school calendar.

MOTION: To approve the revision to the 2021-22 school calendar.

This item was tabled until the January Agenda.

IX. INFORMATION AND PROPOSALS

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

- Mrs. Volkmann asked for a moment of silence in honor of those who lost their life at Sandy Hook today. Mrs. Volkmann also noted the same communication received by other Board members.

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

B. Suggested Agenda Items

Mrs. Watson noted summer school, the African American course, and the athletic fields for discussion at a COW meeting.

XI. ADJOURNMENT

MOTION: Ackerman, White:

To adjourn at 7:12 p.m.

PASSED - UNANIMOUSLY

Groton Public Schools

Date prep:	12/10/20 9:40 AM	FY21 Budget Summary Review
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 12/10/2020	Under/(Over)
Salaries									
1 Administrators	105-108	4,642,710	2,176,320	2,566,475	4,742,795	(100,085)	(2.2%)	4,642,412	298
2 Teachers	101-104,109,123-127	34,415,719	10,701,619	23,011,258	33,712,877	702,842	2.0%	34,230,367	185,352
3 Non-Cert Aides	110-111,130-131,136,139	3,578,209	1,074,507	0	1,074,507	2,503,702	70.0%	3,541,412	36,797
4 Substitute - Cert & Non-Cert	120-121	979,580	115,216	0	115,216	864,364	88.2%	785,537	194,043
5 Clerical	112-114,132-134,144	1,876,870	820,449	37,793	858,242	1,018,628	54.3%	1,876,870	0
6 Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,563,841	1,467,707	161,696	1,629,404	1,934,437	54.3%	3,563,841	0
7 Campus Security/Supervision	128	146,610	64,322	0	64,322	82,288	56.1%	146,610	0
8 Total Salaries	100	49,203,539	16,420,140	25,777,222	42,197,363	7,006,176	14.2%	48,787,050	416,489
Benefits									
9 Health Insurance	201-202	7,965,817	3,177,793	0	3,177,793	4,788,024	60.1%	7,965,817	0
10 Workers Comp & Town Pension	211,213	927,138	0	0	0	927,138	100.0%	927,138	0
11 Social Security & Medicare	212,214	1,433,611	573,392	0	573,392	860,219	60.0%	1,415,741	17,870
12 Other Benefits	222-227	129,157	164,719	0	164,719	(35,562)	(27.5%)	191,438	(62,281)
13 Total Benefits	200	10,455,723	3,915,904	0	3,915,904	6,539,819	62.5%	10,500,134	(44,411)
Purchased Services									
14 Instructional Services	321-324	153,921	64,258	2,685	66,943	86,978	56.5%	154,316	(395)
15 Professional Services	331	261,078	63,063	57,689	120,752	140,326	53.7%	316,164	(55,086)
16 Other Prof Services	332	600,634	135,726	187,134	322,860	277,774	46.2%	600,573	61
17 OT & PT Services	333	665,591	41,381	648,069	689,450	(23,859)	(3.6%)	664,450	1,141
18 Legal	334	70,000	28,592	0	28,592	41,408	59.2%	60,050	9,950
19 Athletic Officials & Other Athletic Serv	341-342	77,676	11,209	250	11,459	66,217	85.2%	59,997	17,679
20 Computer Network Services	343	139,235	84,594	25,983	110,577	28,658	20.6%	110,577	28,658
21 Total Purchased Services	300	1,968,135	428,824	921,809	1,350,633	617,502	31.4%	1,966,127	2,008
Property Services									
22 Water & Sewer	410-411	99,801	34,290	1,487	35,778	64,023	64.2%	99,801	0
23 Trash & Snow Removal	421-422	156,600	29,161	54,372	83,533	73,067	46.7%	156,600	0
24 Repair/Maintenance	430-435,490-491,499	486,970	141,765	21,934	163,699	323,271	66.4%	486,302	668
25 Rental	411	124,442	40,472	52,198	92,670	31,772	25.5%	115,665	8,777
26 Total Property Services	400	867,813	245,689	129,991	375,679	492,134	56.7%	858,368	9,445
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510-513	4,855,917	1,077,690	0	1,077,690	3,778,227	77.8%	4,903,263	(47,336)
28 Transportation: Student Activities	587-596	176,589	6,500	700	7,200	169,389	95.9%	152,353	24,236
29 Transportation: Staff	580-584	124,941	13,872	145	14,017	110,924	88.8%	105,581	19,361
30 Insurance	522,525	302,400	293,959	0	293,959	8,441	2.8%	309,985	(7,585)
31 Communications	530-552	124,735	63,001	2,152	65,153	59,582	47.8%	123,522	1,213
32 Tuition: Special Education	561-563,568	4,481,290	1,411,400	1,174,437	2,585,837	1,895,453	42.3%	4,468,779	12,511
33 Tuition: Other	564-567	1,484,839	1,051,035	294,534	1,345,569	139,270	9.4%	1,345,569	139,270
34 Total Trans, Ins, Comm, Tuition	500	11,550,711	3,917,458	1,471,968	5,389,426	6,161,285	53.3%	11,409,042	141,669
Supplies									
35 Instructional Supplies	601-609,613-619,622-623,628	468,326	183,635	59,001	242,637	225,689	48.2%	601,895	(133,569)
36 Computer Supplies	610-612	642,796	462,817	12,094	474,910	167,886	26.1%	585,494	57,302
37 Electricity & Heating	631-633	1,344,801	485,165	2,555	487,720	857,081	63.7%	1,344,801	0
38 Transportation Supplies	634,656	247,010	41,247	0	41,247	205,763	83.3%	247,010	0
39 Textbooks & Library Books	640-642,645,647	121,597	30,900	15,619	46,527	75,070	61.7%	130,372	(8,775)
40 Facility/Maintenance Supplies	650,652-655,657,659	320,220	231,141	66,661	297,802	22,418	7.0%	359,455	(39,235)
41 Other Supplies (staff dev., etc.)	621,624-627,690	72,762	30,832	7,087	37,919	34,843	47.9%	73,557	(795)
42 Total Supplies	600	3,217,512	1,465,746	163,017	1,628,762	1,588,750	49.4%	3,342,582	(125,070)
Equipment									
43 Instructional Equipment	730,735	64,504	12,365	49,192	61,557	2,947	4.6%	99,198	(34,694)
44 Non-Instructional Equip	731,736	26,312	8,096	104,386	112,482	(86,170)	(327.5%)	67,564	(41,252)
45 Total Equipment	700	90,816	20,461	153,578	174,039	(83,223)	(91.6%)	166,762	(75,946)
46 Total Dues & Fees	800	83,841	70,942	735	71,677	12,164	14.5%	85,871	(2,030)
47 GRAND TOTAL		77,438,090	26,485,163	28,618,320	55,103,484	22,334,607	28.8%	77,115,935	322,155

Groton Public Schools

Date prep:	FY21 Budget Summary Review							
12/10/20 9:40 AM								

Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 12/10/2020	Under/(Over)
Salaries									
Administrators									
48 Admin	105	1,053,227	526,825	642,390	1,169,216	(115,989)	(11.0%)	1,111,905	(58,678)
49 Principals	106	1,256,347	600,828	674,867	1,275,795	(19,448)	(1.5%)	1,256,347	-
50 Asst Principals	107	1,956,027	920,776	1,083,848	2,004,624	(48,597)	(2.5%)	1,956,027	-
51 Dean	108	377,109	127,791	165,370	293,161	83,948	22.3%	318,133	58,976
		4,642,710	2,176,320	2,566,475	4,742,795	(100,085)	(2.2%)	4,642,412	298
Teachers									
53 Classroom Teachers	101 & 119	24,172,827	7,485,589	16,620,842	24,106,431	66,396	0.3%	24,010,513	162,314
54 Sp.Ed Certified	102	7,462,674	2,335,283	5,123,738	7,459,021	3,653	0.0%	7,500,582	(37,908)
55 Media Specialist	103	730,616	225,636	504,980	730,616	0	0.0%	730,616	-
56 Guidance	104	1,088,601	341,670	753,550	1,095,220	(6,619)	(0.6%)	1,088,601	-
57 Athletic Director	109	11,769	5,921	8,148	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	15,484	0	15,484	24,421	61.2%	39,905	-
60 Tutors	125	478,270	133,862	0	133,862	344,408	72.0%	424,145	54,125
61 Coach Stipends	126	344,247	104,699	0	104,699	239,548	69.6%	337,426	6,821
62 Other Student Activities	127	78,604	11,705	0	11,705	66,899	85.1%	78,604	-
		34,415,719	10,701,619	23,011,258	33,712,877	702,842	2.0%	34,230,367	185,352
Non-Cert Aides									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	393,049	113,958	0	113,958	279,091	71.0%	393,049	-
65 Sp Ed Aides - Para I	111	758,192	256,604	0	256,604	501,588	66.2%	908,513	(150,321)
66 Sp Ed Aides - Para II	131	2,012,619	583,373	0	583,373	1,429,246	71.0%	1,827,187	185,432
67 School Bus Aides	136	402,029	109,938	0	109,938	292,091	72.7%	402,029	-
68 Other Aides	139	12,320	10,634	0	10,634	1,686	13.7%	10,634	1,686
		3,578,209	1,074,507	0	1,074,507	2,503,702	70.0%	3,541,412	36,797
Substitute									
70 Substitute Sp Ed Certified	121	82,989	493	0	493	82,496	99.4%	82,989	-
71 Substitute Reg.Ed Certified	120	896,591	114,724	0	114,724	781,867	87.2%	702,548	194,043
		979,580	115,216	0	115,216	864,364	88.2%	785,537	194,043
Clerical									
73 Clerical	112*113*114*132*133*134*143*144	1,876,870	820,449	37,793	858,242	1,018,628	54.3%	1,876,870	0
Custodial/Maintenance/Techs									
74 Custodial	117 & 137	1,938,622	757,917	39,545	797,461	1,141,161	58.9%	1,938,622	-
75 Maintenance	118 & 138	813,603	348,818	40,000	388,818	424,785	52.2%	813,603	-
76 Technicians	129 & 149	705,116	339,659	82,152	421,811	283,305	40.2%	705,116	-
77 Custodial Overtime	147	87,200	17,094	0	17,994	69,206	79.4%	87,200	-
78 Maintenance Overtime	148	19,300	3,319	0	3,319	15,981	82.8%	19,300	-
		3,563,841	1,467,707	161,696	1,629,404	1,934,437	54.3%	3,563,841	0
Security									
80 Security/Supervision	128	146,610	64,322	0	64,322	82,288	56.1%	146,610	-
81 Total Salaries		49,203,539	16,420,140	25,777,222	42,197,363	7,006,176	14.2%	48,787,050	416,489
Benefits									
Health Insurance									
82 Group Ins Prof	201	6,096,027	2,552,912	0	2,552,912	3,543,116	58.1%	6,096,027	-
83 Group Ins Other	202	1,869,790	624,882	0	624,882	1,244,908	66.6%	1,869,790	-
		7,965,817	3,177,793	0	3,177,793	4,788,024	60.1%	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	-
		927,138	0	0	0	927,138	100.0%	927,138	0
Social Security & Medicare									
88 Social Security	212	720,155	266,063	0	266,063	454,092	63.1%	708,134	12,021
89 Medicare	214	713,456	307,329	0	307,329	406,127	56.9%	707,607	5,849
		1,433,611	573,392	0	573,392	860,219	60.0%	1,415,741	17,870
Other Employee Benefits									
91 Retirement Awards	222	1,657	51,423	0	51,423	(49,766)	(3003.4%)	51,423	(49,766)
92 Unemployment	223	50,000	67,508	0	67,508	(17,508)	(35.0%)	62,515	(12,515)
93 Tuition Reimb Certified	224	76,000	45,789	0	45,789	30,211	39.8%	76,000	-
95 Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
		129,157	164,719	0	164,719	(35,562)	(27.5%)	191,438	(62,281)
97 Total Benefits		10,455,723	3,915,904	0	3,915,904	6,539,819	62.5%	10,500,134	(44,411)

Groton Public Schools

Date prep:	FY21 Budget Summary Review							
	12/10/20 9:40 AM							

Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 12/10/2020	Under/(Over)
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	6,872	2,495	9,367	32,133	77.4%	41,895	(395)
100		153,921	64,258	2,685	66,943	86,978	56.5%	154,316	(395)
Professional Services									
101 Professional Services	331	261,078	63,063	57,689	120,752	140,326	53.7%	316,164	(55,086)
102 Other Professional Services	332	600,634	135,726	187,134	322,860	277,774	46.2%	600,573	61
103 OT & PT Services	333	665,591	41,381	648,069	689,450	(23,859)	(3.6%)	664,450	1,141
104 Legal Services	334	70,000	28,592	0	28,592	41,408	59.2%	60,050	9,950
105		1,597,303	268,762	892,892	1,161,654	435,649	27.3%	1,641,237	(43,934)
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	64,776	11,209	0	11,209	53,567	82.7%	55,897	8,879
107 Other Athletic Services	342	12,900	0	250	250	12,650	98.1%	4,100	8,800
108		77,676	11,209	250	11,459	66,217	85.2%	59,997	17,679
Computer Network Services									
109 Computer Network Services	343	139,235	84,594	25,983	110,577	28,658	20.6%	110,577	28,658
110 Total Purchased Services		1,966,135	428,824	921,809	1,350,633	617,502	31.4%	1,966,127	2,008
Property Services									
Water/Sewer									
111 Water	410	65,527	20,720	1,487	22,208	43,319	66.1%	65,527	-
112 Sewer	411	34,274	13,570	0	13,570	20,704	60.4%	34,274	-
113		99,801	34,290	1,487	35,778	64,023	64.2%	99,801	0
Trash & Snow Removal									
114 Trash Removal	421	86,600	29,161	54,372	83,533	3,067	3.5%	86,600	-
115 Snow Removal	422	70,000	0	0	0	70,000	100.0%	70,000	-
116		156,600	29,161	54,372	83,533	73,067	46.7%	156,600	0
Repair/Maintenance									
117 Equipment Repairs	430	115,719	29,946	1,310	31,256	84,463	73.0%	115,023	696
118 Grounds Repairs	431	170,017	56,303	12,061	68,364	101,653	59.8%	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	493	5,587	40,476	87.9%	46,063	-
122 Electrical	435	11,947	702	0	702	11,245	94.1%	11,947	-
123 Extermination Services	490	12,268	5,126	7,170	12,296	(28)	(0.2%)	12,296	(28)
124 Bldg Fire Protection	491	45,898	9,378	900	10,278	35,620	77.6%	45,898	-
125 Bldg Safety Services	492	0	9,771	0	9,771	(9,771)	-	-	-
126 Other Purch Services	499	24,146	16,336	0	16,336	7,810	32.3%	24,146	-
127		486,970	141,765	21,934	163,699	323,271	66.4%	486,302	668
Rental									
128 Rental	441	124,442	40,472	52,198	92,670	31,772	25.5%	115,665	8,777
129 Total Property Services		867,813	245,689	129,991	375,679	492,134	56.7%	858,368	9,445
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
130 Reg.Ed Pupil Transportation	510 & 516	2,077,836	679,910	0	679,910	2,197,926	76.4%	3,111,495	(233,659)
131 Sp Ed - Trans - STA	511	1,063,596	266,446	0	266,446	797,150	74.9%	1,057,720	5,876
132 Sp Ed - Trans - Curtin	512	902,235	131,334	0	131,334	770,901	85.4%	721,788	180,447
133 Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
134		4,855,917	1,077,690	0	1,077,690	3,778,227	77.8%	4,903,253	(47,336)
Transportation: Other									
135 Transportation - Athletics	587	106,430	6,035	0	6,035	100,395	94.3%	83,420	23,010
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%	11,990	1,226
138 Admission Fees	595	5,390	0	0	0	5,390	100.0%	5,390	-
140		176,589	6,500	700	7,200	169,389	95.9%	152,353	24,236
Transportation: Staff									
141 Travel - Education	580 & 581	8,800	235	0	235	8,565	97.3%	8,844	(44)
142 Travel - Admin	582 & 583	30,300	11,193	0	11,193	19,107	63.1%	30,300	-
143 Travel - Conferences	584	85,841	2,444	145	2,589	83,252	97.0%	66,437	19,404
144		124,941	13,872	145	14,017	110,924	88.8%	105,581	19,361
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)

Groton Public Schools

Date prep:	FY21 Budget Summary Review
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 12/10/2020	Under/(Over)
Communications									
148 Telephone, Telephone Repairs	530	68,810	52,030	1,000	53,030	15,780	22.9%	68,810	-
149 Postage	531	39,425	5,863	0	5,863	33,562	85.1%	38,212	(1,211)
150 Advertisement	540	5,000	2,677	1,152	3,829	1,171	23.4%	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	63,001	2,152	65,153	59,582	47.8%	123,522	1,213
Tuition: Special Education									
155 Sp Ed Vocational	561	461,250	65,579	0	65,579	395,671	85.8%	461,250	-
156 Sp Ed BoE Placements	562	2,447,750	598,223	1,047,448	1,645,671	802,079	32.8%	2,371,055	76,695
157 Sp Ed State Placements	563	600,000	98,592	40,000	138,592	461,408	76.9%	664,184	(64,184)
158 Sp Ed Magnet Choice	568	972,290	649,005	86,989	735,994	236,296	24.3%	972,290	-
159		4,481,290	1,411,400	1,174,437	2,585,837	1,895,453	42.3%	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	741,690	294,534	1,036,224	112,731	9.8%	1,036,224	112,731
162 Vo Ag Reg Ed Tuition	567	125,884	102,345	0	102,345	23,539	18.7%	102,345	23,539
163		1,484,839	1,051,035	294,534	1,345,569	139,270	9.4%	1,345,569	139,270
164 Total Transportation, Insurance, Communication, Tuition		11,550,711	3,917,458	1,471,968	5,389,426	6,161,285	53.3%	11,409,042	141,669
Supplies									
Instructional Supplies									
165 General Classroom	601	101,351	29,539	5,307	34,846	66,505	65.6%	218,613	(117,262)
166 Science	602	21,150	4,468	275	4,743	16,407	77.6%	21,150	-
167 Arts & Crafts	603	20,350	6,181	6,076	12,257	8,093	39.8%	21,630	(1,280)
168 Phys Ed	604	12,400	4,821	112	4,933	7,467	60.2%	13,447	(1,047)
169 Music	605	18,850	6,443	4,601	11,043	7,807	41.4%	20,583	(1,733)
170 Kindergarten	606	5,800	2,420	0	2,420	3,380	58.3%	5,989	(189)
171 Pupil Tests	607	70,225	44,978	11,105	56,083	14,142	20.1%	77,783	(7,558)
172 Tech. Ed	609	7,500	1,141	523	1,664	5,836	77.8%	7,500	-
173 Home Ec Supplies	613	12,700	1,575	2,045	3,620	9,080	71.5%	12,700	-
174 Sp Ed Supplies	615	54,800	11,204	3,199	14,404	40,396	73.7%	56,300	(1,500)
175 Athletic Supplies	616	81,475	12,096	9,308	21,404	60,071	73.7%	74,270	7,205
176 Math Supplies	617	11,250	7,966	820	8,785	2,465	21.9%	19,262	(8,012)
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	273	1,783	4,467	71.5%	8,033	(1,783)
180 School Library Supplies	623	4,950	176	778	954	3,996	80.7%	4,960	(10)
181 Food, Drink, Snacks	628	35,075	324	75	399	34,676	98.9%	35,474	(399)
182 Distance Learning Supplies	691	0	48,792	14,507	63,298	(63,298)	-	-	-
183		468,326	183,615	59,001	242,637	225,689	48.2%	601,095	(133,568)
Computer Supplies									
184 Computer Supplies	610 & 611	110,900	44,814	10,976	55,790	55,110	49.7%	88,796	22,104
185 Software	612	531,896	418,003	1,118	419,120	112,776	21.2%	496,698	35,198
186		642,796	462,817	12,094	474,910	167,886	26.1%	585,494	57,302
Electricity & Heating									
187 Electricity	631	905,538	373,146	2,555	375,701	529,837	58.5%	905,538	-
188 Propane/Natural Gas	632	229,751	49,591	0	49,591	180,160	78.4%	229,751	-
189 Heating Oil	633	209,512	62,428	0	62,428	147,084	70.2%	209,512	-
190		1,344,801	485,165	2,555	487,720	857,081	63.7%	1,344,801	0
Transportation Supplies									
191 Diesel for School Buses	634	205,430	34,065	0	34,065	171,365	83.4%	205,430	-
192 Gas for Maintenance	656	41,580	7,182	0	7,182	34,398	82.7%	41,580	-
193		247,010	41,247	0	41,247	205,763	83.3%	247,010	0
Textbooks & Library Books									
194 Textbooks	640	86,796	20,445	11,168	31,613	55,183	63.6%	92,476	(5,680)
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	1,695	3,345	5,040	13,351	72.6%	18,555	(164)
198 Periodicals	647	3,050	0	793	793	2,257	74.0%	3,050	-
199		121,597	30,908	15,619	46,527	75,070	61.7%	130,372	(8,775)

Groton Public Schools

Date prep:	FY21 Budget Summary Review							
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Account	Object #s	FY21 Budget 2020-2021	Expenditures	Encumbered	FY21 Actual Total	Remaining Balance	%	FY21 Estimate 12/10/2020	Under/(Over)
Facility/Maintenance Supplies									
200 Equipment Repair	650	28,660	9,621	477	10,097	18,563	64.8%	22,997	5,663
201 Grounds Supplies	651	18,675	23,636	168	23,804	(5,129)	(27.5%)	23,804	(5,129)
202 General Bldg Repair	652	66,430	17,791	1,757	19,548	46,882	70.6%	61,430	5,000
203 Painting	653	2,500	1,999	599	2,599	(99)	(3.9%)	2,599	(99)
204 Heat & Plumbing	654	33,720	25,497	2,618	28,115	5,605	16.6%	33,720	-
205 Electrical	655	29,950	19,253	1,950	21,203	8,747	29.2%	29,950	-
206 Safety Supplies	657 & 659	11,985	108,084	57,951	166,835	(154,850)	(1292.0%)	12,087	(102)
207 Custodial Supplies	658	128,300	24,460	1,141	25,601	102,699	80.0%	172,868	(44,568)
208		320,220	231,141	66,661	297,802	22,418	7.0%	359,455	(39,235)
Other Supplies									
209 Sup Serv Guild Imp Ins	621	21,500	4,750	2,219	6,969	14,531	67.6%	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	1,441	4,427	5,867	7,493	56.1%	13,273	87
212 School Admin Supplies	627	11,250	6,348	179	6,527	4,723	42.0%	12,031	(781)
213 Professional Materials	690	19,250	3,958	231	4,188	15,062	78.2%	19,351	(101)
214 Personal Protective Equipment	692 & 693	0	13,144	32	13,175	(13,175)	-	-	-
215		72,762	30,832	7,087	37,919	34,843	47.9%	73,557	(795)
216 Total Supplies		3,217,512	1,465,746	163,017	1,628,762	1,588,750	49.4%	3,342,582	(125,070)
Equipment									
Instructional Equipment									
217 Replace Instr Equip	730	29,770	1,926	29,431	31,357	(1,587)	(5.3%)	52,590	(22,820)
218 Add Instr Equipment	735	34,734	10,439	19,761	30,200	4,534	13.1%	46,607	(11,873)
219		64,504	12,365	49,192	61,557	2,947	4.6%	99,198	(34,694)
Non-Instructional Equipment									
220 Replace Non-Instr Equipment	731	25,000	3,324	44,918	48,242	(23,242)	(93.0%)	3,324	21,676
221 Add Non-Instr Equipment	736	1,312	4,772	59,468	64,240	(62,928)	(4796.4%)	64,240	(62,928)
222		26,312	8,096	104,386	112,482	(86,170)	(327.5%)	67,564	(41,252)
223 Total Equipment		90,816	20,461	153,578	174,039	(83,223)	(91.6%)	166,762	(75,946)
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	14,010	735	14,745	1,205	7.6%	17,945	(1,995)
226 School Admin Dues	812	37,465	33,490	0	33,490	3,975	10.6%	37,755	(290)
227 Other Dues	819	4,885	2,851	0	2,851	2,034	41.6%	4,630	255
228 Total Dues/Fees		83,841	70,942	735	71,677	12,164	14.5%	85,871	(2,030)
229 Grand Total		77,438,090	26,485,163	28,618,320	55,103,484	22,334,607	28.8%	77,115,935	322,155

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

Function No. Description		FY21 Budget			FY21 Total	Remaining Balance		12/18/2020 FY21	Increase
		2020-2021	Expended 2020-2021	Encumbered 2020-2021	2020-2021			Estimated 2020-2021	
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,102,845	4,069,718	7,210,048	11,279,766	1,823,079	13.9%	13,083,692	19,153
1102	FUNCTION-1102 ART	674,103	205,896	383,868	589,764	84,339	12.5%	673,595	508
1104	FUNCTION-1104 LANGUAGE ARTS	2,336,132	713,147	1,327,044	2,040,190	295,942	12.7%	2,323,822	12,310
1105	FUNCTION-1105 WORLD LANGUAGES	1,294,834	414,999	773,060	1,188,059	106,775	8.2%	1,293,972	862
1106	FUNCTION-1106 CONSUMER SCIENCE	160,712	42,284	77,381	119,665	41,047	25.5%	160,703	10
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	768,063	196,358	367,729	564,087	203,976	26.6%	642,735	125,329
1108	FUNCTION-1108 MATHEMATICS	2,039,084	655,943	1,212,164	1,868,107	170,977	8.4%	2,029,225	9,859
1109	FUNCTION-1109 MUSIC	738,098	219,708	414,228	633,936	104,162	14.1%	737,602	496
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,159,763	309,171	542,391	851,561	308,202	26.6%	1,154,533	5,230
1111	FUNCTION-1111 SCIENCE	2,288,339	733,845	1,240,727	1,974,572	313,767	13.7%	2,218,141	70,199
1112	FUNCTION-1112 SOCIAL STUDIES	1,810,607	531,886	1,009,742	1,541,628	268,979	14.9%	1,800,041	10,566
1114	FUNCTION-1114 HEALTH EDUCATION	231,660	73,626	162,831	236,457	(4,797)	(2.1%)	231,557	103
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	1,538	8	1,566	28,434	94.8%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	4,807	10,592	15,399	(15,399)	0.0%	15,522	(15,522)
1117	FUNCTION-1117 INTERN. BACCALAUREATE	86,195	56,433	1,797	58,230	27,965	32.4%	95,650	(9,455)
1119	FUNCTION-1119 UNCLASSIFIED	811,240	447,234	47,316	494,550	316,690	39.0%	881,816	(70,576)
1121	FUNCTION-1121 BUSINESS EDUCATION	308,970	96,591	171,847	268,438	40,532	13.1%	307,432	1,538
1124	FUNCTION-1124 HEALTH OCCUPATIONS	114,720	20,333	10,724	31,057	83,663	72.9%	114,297	423
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	874,270	1,749,103	2,623,374	299,855	10.3%	2,907,322	15,907
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	394,453	509,895	904,348	268,304	22.9%	1,167,523	5,129
Total Regular Instruction		32,112,981	10,163,958	17,222,494	27,386,452	4,726,529	14.7%	31,964,177	148,804
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,288,422	395,604	473,192	868,796	419,626	32.6%	1,244,512	43,910
1210	FUNCTION-1210 SPED Summer School	20,290	55,149	0	55,149	(34,859)	(171.8%)	27,652	(7,362)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	743,505	228,615	154,178	382,794	360,711	48.5%	740,257	3,248
1230	FUNCTION-1230 SPECIAL EDUCATION	8,280,293	2,397,670	2,885,634	5,283,304	2,996,989	36.2%	8,242,766	37,527
1250	FUNCTION-1250 BLIND	56,595	825	0	825	55,770	98.5%	56,595	-
1280	FUNCTION-1280 HEARING IMPAIRED	120,105	33,518	68,769	102,287	17,818	14.8%	121,605	(1,500)
Total Special Instruction		10,509,210	3,111,381	3,581,773	6,693,154	3,816,056	36.3%	10,433,387	75,823
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	80,995	24,014	8,077	32,091	48,904	60.4%	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	231,014	8,077	239,091	51,904	17.8%	287,995	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	827,830	173,507	46,779	220,285	607,545	73.4%	763,754	64,076
TOTAL INSTRUCTION		43,741,016	13,679,859	20,850,124	34,538,983	9,202,033	21.0%	43,449,313	291,703
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	1,005,439	397,619	330,549	728,168	277,271	27.6%	968,033	37,406
2110	FUNCTION-2110 SOCIAL WORK SERVICES	348,803	117,229	183,460	300,688	48,115	13.8%	348,803	-
2120	FUNCTION-2120 GUIDANCE SERVICES	1,587,957	506,720	753,721	1,260,441	327,516	20.6%	1,580,534	7,423
2130	FUNCTION-2130 HEALTH SERVICES	1,229,556	181,893	806,402	988,295	241,261	19.6%	1,230,198	(642)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,262,682	399,817	696,919	1,096,736	165,946	13.1%	1,294,563	(31,881)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,172,189	360,171	675,936	1,036,108	136,081	11.6%	1,172,189	-
Total Support Services - Pupils		6,606,626	1,963,449	3,446,987	5,410,436	1,196,190	18.1%	6,594,321	12,305
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	265,246	124,195	186,145	310,341	(45,095)	(17.0%)	246,292	18,954
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	286,825	170,860	3,790	174,650	112,175	39.1%	285,569	1,256
Total Support Services - Staff		552,071	295,055	189,936	484,991	67,080	12.2%	531,861	20,210
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	30,541	0	30,541	(300)	(1.0%)	40,191	(9,950)
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,530,410	561,922	287,137	849,059	681,351	44.5%	1,583,502	(53,092)
2313	FUNCTION-2313 BUSINESS OFFICE	899,718	286,481	63,625	350,106	549,612	61.1%	898,968	750
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,373,927	1,869,535	1,586,401	3,455,936	917,991	21.0%	4,387,352	(13,425)
Total General Support Services		6,834,296	2,748,479	1,937,163	4,685,642	2,148,654	31.4%	6,910,013	(75,717)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,933,303	2,793,922	359,891	3,153,812	3,779,491	54.5%	7,027,584	(94,281)
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,539,258	1,294,601	37,793	1,332,394	4,206,864	75.9%	5,586,594	(47,336)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,819,141	916,939	318,456	1,235,395	583,746	32.1%	1,752,650	66,491
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	0	0	0	2,500	100.0%	2,500	-
Total Operational Services		14,294,202	5,008,466	716,139	6,324,605	7,969,597	55.8%	14,369,329	(75,127)
TOTAL SUPPORT SERVICES		28,287,195	10,615,449	6,290,225	16,905,674	11,381,521	40.2%	28,405,523	(118,328)
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	5,294,879	2,189,856	1,468,971	3,658,827	1,636,052	30.9%	5,146,098	148,781
GRAND TOTAL		77,438,090	26,485,163	28,618,320	55,103,484	22,334,607	28.8%	77,115,935	322,155
									0.42%

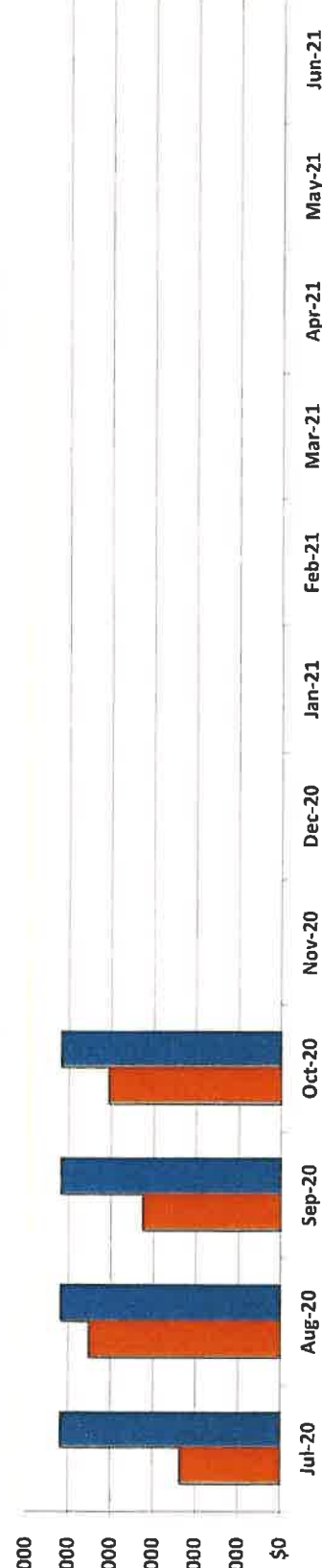
Cost vs Budget Dashboard - data through October 2020

BOE Groups Active & Retired

Self Insured - All Coverages All Enrollees																
Claim/Admin. Cost																
Date	Lives	Net Medical Paid				Dental Paid		Total Net Paid		Total Fixed Costs		Total Cost	BOE Monthly Budget*		Variance - Total Cost vs BOE Budget	Actual/Estimated BOE Budget
		Claims	Rx Paid	Claims		Claims		Claims					Budget			
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	\$119,082			\$24,586		\$555,814		\$94,302		\$650,116	\$1,037,603		(\$387,486)	62.7%
Oct-20	589	\$557,146	\$131,757			\$28,930		\$717,832		\$94,041		\$811,873	\$1,037,603		(\$225,729)	78.2%
Nov-20																
Dec-20																
Jan-21																
Feb-21																
Mar-21																
Apr-21																
May-21																
Jun-21																
YTD	2372	\$1,883,672	\$453,511			\$122,402		\$2,459,586		\$378,255		\$2,837,841	\$4,150,410		(\$1,312,569)	68.4%

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

P 4118.112

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)(30) (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~~

Revised: February 27, 2017
Revised:

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 the 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:~~

~~(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 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 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

P 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, sex 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)(30) (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.

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:

— (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

Instruction**Social and Emotional Learning (SEL)**

The Board of Education (Board) believes that children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. The Board believes that an integral component of Groton Public Schools' mission is to cultivate an environment of diversity, equality, and inclusiveness. Therefore, the Board will incorporate social and emotional learning and development into the District's educational program.

Additionally the Board believes in the creation of a school climate that promotes the education of the whole child in which the social, emotional, ethical, civic, and intellectual dimensions of learning are fostered. School climate, in this context, refers to the quality and character of school life. School climate is based on patterns of students', parents', and school personnel experiences of school life and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.

Students developmental needs will be addressed through an educational program as follows:

- Enhance student school readiness, academic success and use of good citizenship skills;
- Foster a safe, supportive learning environment where students feel respected and valued;
- Teach social and emotional skills to all students; and
- Promote student social and emotional well-being by partnering with families and communities.

Programming

In order to promote the social and emotional development of all students, the District will pursue program development in the following areas:

- A. Classroom and School-Wide Programming: Implement evidence-based, age and culturally appropriate classroom instruction and school-wide strategies that teach social and emotional skills, promote optimal mental health, and prevent risky behaviors for all students.
- B. Staff Development and Training: Provide staff development to all school personnel, including administrative, academic, pupil support and ancillary staff in age-appropriate social, emotional, and academic learning and ways to promote it in the classroom.
- C. Parent and Family Involvement: Provide parents and families with learning opportunities related to the importance of their children's optimal social and emotional development, and ways to enhance it.
- D. Community Partnerships: Establish partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and social and emotional development.
- E. Early Identification and Intervention: Utilize existing procedures to identify and provide early intervention for students who are at risk for social, emotional, or mental health problems that impact learning.

Social and Emotional Learning (SEL) – cont.

- F. **Assessment and Intervention:** Build and strengthen referral and follow-up mechanisms for providing effective intervention services for children with social, emotional, and mental health issues that impact learning through student and family support services, school based intervention, and school and community linked services and supports.

Services

Support services provided by school social workers, school psychologists, and school counselors shall be available for students with social and emotional difficulties that impact learning. Also, linkages and referrals will be available with collaborative partners when more extensive services are needed.

Protocols

The social and emotional learning (SEL) approach to be used in the District shall support the achievement of a school culture that supports academic achievement and social and emotional competence and well-being and is responsive to the diversity and needs of District students. Supporting the development of students' social and emotional competence is one of the foundation blocks of this District, inextricably tied to academic success. The Board believes that to succeed academically and become empathic, engaged, and ethical citizens, students need opportunities to develop social and emotional competence. The District's SEL approach shall foster resiliency, responsibility, supportive relationships, and reflection and provide opportunities for students to develop and practice important social and emotional learning competencies.

The District will support a comprehensive, coordinated, and systematic web of services by collaborating with schools, communities, and families to align resources so that students are academically successful and socially and emotionally competent.

The District shall implement SEL instruction to facilitate the social and emotional well-being of students in prekindergarten through grade 12 by working to:

- Engage all students with comprehensive SEL, encapsulating a common language and framework.
- Ensure that all students gain skills in the six competencies that researchers agree are essential to success in school and life. These competencies are self-management; self-awareness; responsible decision making; relationship skills; social awareness; and growth mindset.

The District's SEL program shall be a multi-tiered approach. An evidence-based approach to SEL, such as Responsive Classroom, Life is Good, Journey to Success or RULER shall be utilized. The approach shall include professional development, curriculum development, tiered support, and selected targeted programming.

Strategies shall be implemented on a three-tiered system.

- Tier 1 SEL strategies are designed to be implemented for all students.
- Tier 2 strategies are designed to be implemented with targeted groups of students identified with minimal social and emotional challenges that interfere with academic participation and achievement, and
- Tier 3 strategies will be implemented with students identified as having significant social and emotional challenges needing significant interventions to insure appropriate participation in school and academic achievement.

Social and Emotional Learning (SEL) – cont.

Definitions

1. “School climate” means the quality and character of school life based on patterns of students’, parents’, and school employees’ experiences of school life, including norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.
2. “Positive school climate” is defined as a school climate in which:
 - a. norms, values, expectations, and beliefs are promoted that support feeling socially, emotionally, and physically safe;
 - b. students, their parents and guardians, and school employees feel engaged and respected and work together to develop and contribute to a shared school vision;
 - c. educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
 - d. each person feels comfortable contributing to the school’s operation and care of its physical environment.
3. “Social and emotional learning” means the process through which people achieve emotional intelligence through self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.
4. “Emotional intelligence” means a person’s ability to:
 - a. perceive, recognize, understand, and manage his or her emotions and those of others;
 - b. use emotions to facilitate cognitive activities, including reasoning, problem solving, and interpersonal communication; and
 - c. understand and identify emotions.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Social and Emotional Learning Standards

SEL is a process for helping children and adults develop the fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically.

Self-Awareness	Self-Management	Social Awareness	Relationship Skills	Responsible Decision Making
<p>Develop self-awareness competencies to:</p> <ul style="list-style-type: none"> Identify one's emotions Maintain an accurate and positive self-concept Recognize individual strengths Experience a sense of self-efficacy 	<p>Develop self-management competencies to:</p> <ul style="list-style-type: none"> Regulate emotions Manage stress Monitor and achieve behaviors related to school and life success 	<p>Develop social awareness competencies to:</p> <ul style="list-style-type: none"> Exhibit empathy Appreciate diversity Understand social and ethical norms for behavior Recognize family, school, and community supports 	<p>Develop relationship competencies to:</p> <ul style="list-style-type: none"> Build and maintain relationships with diverse groups & individuals Communicate clearly to express needs and resolve conflict 	<p>Develop responsible decision-making skills to:</p> <ul style="list-style-type: none"> Problem solve effectively Maintain accountable behaviors in school, personal and community contexts
<p>Indicators</p> <ul style="list-style-type: none"> Demonstrate knowledge of one's emotions. Demonstrate knowledge of personal strengths and challenges and potential. Demonstrate a sense of self-efficacy. 	<p>Indicators</p> <ul style="list-style-type: none"> Demonstrate ability to manage emotions. Demonstrate understanding of honesty and integrity. Demonstrate ability to set and achieve goals for success. 	<p>Indicators</p> <ul style="list-style-type: none"> Demonstrate awareness of other people's emotions and perspectives. Demonstrate an awareness of cultural factors and respect for individual differences. Demonstrate awareness of how to get help and support as needed. 	<p>Indicators</p> <ul style="list-style-type: none"> Use communication and social skills to positively interact with others. Develop constructive relationships with individuals of diverse backgrounds, abilities and lifestyles. Demonstrate the ability to prevent, manage, and resolve interpersonal conflicts in constructive ways. 	<p>Indicators</p> <ul style="list-style-type: none"> Consider ethical and societal factors when making decisions. Use a systematic approach to decision making. Apply problem-solving skills to responsibly address daily academic and social situations. Understand and demonstrate personal responsibility. Positively contribute to one's community.