



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, June 12, 2025 at 6:30 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645**

This meeting will be broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

AGENDA

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - i. May 8, 2025
 - ii. May 22, 2025
- C. MRHS Student Representative**
- D. Public Comment:** Speakers are limited to three minutes; additional time is at the discretion of the Chairperson
- E. Reports and Discussions**
 - i. First Reading Policy Files: AC - Nondiscrimination Policy, ACA - Non-Discrimination on the Basis of Sex, ACAB - Harassment Policy, ACAB-Sh - Harassment Policy, ACE - Nondiscrimination on the basis of disability, GBA Equal Employment Opportunity/Affirmative Action
 - ii. Overview of School Committee Financial Responsibilities
 - iii. Appointment of the Chief Procurement Officer
 - iv. 2025-2026 Subcommittee preferences - due by June 20
 - v. School Committee 2025-2026 meeting dates/summer workshop
 - vi. Donation to SupplyBank for schools affected by the California fires
 - vii. Donation to Sharing Kindness
 - viii. Donation to Chatham Fire/Rescue Department
 - ix. New Student Activity Account, MRHS - JiuJitsu Club
- F. Subcommittee, Representative, Liaison Reports**
 - i. Middle School Building Committee update
- G. Superintendent's Report**
 - i. Recognition of Donations, Grants, and other Acknowledgments
 - ii. Remembering Pat Smith
- H. Action Items -Vote Required**
 - i. Second Reading Policy Files: BBBC- School Committee Member Resignation, BCA - School Committee Member Ethics, BCB - Committee Members Conflict of Interest, BDD - School Committee Superintendent Relationship, BDE - Subcommittees of the School Committee, BDG- School Attorney, BEC - Executive Session, BEDA - Notification of School Committee Meetings
 - ii. MRHS Indoor Track & Field Team
 - iii. Appointment of the Chief Procurement Officer
 - iv. Donation to SupplyBank for schools affected by the California fires
 - v. Donation to Sharing Kindness
 - vi. Donation to April Fools Fundraising Organization
 - vii. New Student Activity Account, MRHS - JiuJitsu Club
- I. Presentation of the Warrants**

J. **Adjournment**

Authorized Posting Officer

Roberta Simmons

June 10, 2025

Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Thursday, May 8, 2025 at 6:30 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645

This meeting was broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

Members present: Betty Gray; Tina Games; Jessica Rogers; Brad Schiff; Jackie Zibrat-Long; Meredith Henderson

Members not present: Bre Rose; Ryan Clarke

Administrators present: Dr. Scott Carpenter, Superintendent; Dr. Robin Millen; Michael MacMillan; Melissa Maguire; Joy Jordan.

A. Call to Order The meeting was called to order at 6:30PM by Chair Betty Gray.

B. Approval of Meeting Minutes

- i. May 1, 2025 - Not available

C. Public Comment: None

D. Reports and Discussions

i. Second Reading: 2024-2025 Superintendent Summative Evaluation

As presented at the May 1, 2025 MRSC meeting, Dr. Carpenter's summative evaluation was read aloud for the full committee and public to hear. Dr. Carpenter has received a rating of Proficient for the 2024-2025 school year - having met his stated goals.

MOTION: Jackie Zibrat-Long moved to approve the 2024-2025 Summative Superintendent Evaluation as presented in the agenda packets. The motion was seconded by Brad Schiff.

UNANIMOUS the motion passes.

ii. Superintendent Contract - Update

It was announced that Dr. Carpenter's contract has been extended for one year, making his retirement from Monomoy Regional Schools effective June 30, 2026.

iii. K-7 High-quality Instructional Materials

Teachers and Administrators were welcomed to the podium to share information related to the iReady K-7 High-quality Instructional Materials piloted at the Elementary Schools. Starting with the explanation for the need for a new mathematics curriculum framework due to low MCAS scores, the teachers explained the adoption of the workshop model in grades K-4 and the need for a curriculum that aligns with this model. The process of selecting the iReady program, including data collection, pilot testing, and feedback from other districts highlighted the goals of the task force, such as standards-based instruction, differentiation, and cultural representation. iReady program's features, including diagnostic assessments, personalized learning, and professional development were outlined for the next steps, as well as sharing information with caregivers, professional learning for teachers, and setting up a diagnostic assessment system.

After the presentation concluded, School Committee members engaged in a robust discussion with the presenters.

iv. First Reading of Policy Files: ACE Nondiscrimination on the Basis of Disability, AD Mission Statement, ADC Tobacco Use on School Premises, BA School Committee Operational Goals, BB School Committee Legal Status, BBA School Committee Powers and Duties, BBAA School Committee Member Authority, BBB School Committee Composition

On behalf of the Policy Subcommittee, Brad Schiff introduced Policy Files: ACE Nondiscrimination on the Basis of Disability, AD Mission Statement, ADC Tobacco Use on School Premises, BA School Committee Operational Goals, BB School Committee Legal Status, BBA School Committee Powers and Duties, BBAA School Committee Member Authority, BBB School Committee Composition.

Committee members engaged in some discussion per policy read but no major changes were made and each will come back for a second reading and approval vote at the next meeting.

v. Second Reading of Policy: ADF Wellness Policies on Physical Activity and Nutrition

MOTION: Brad Schiff moved to approve ADF Wellness Policies on Physical Activity and Nutrition as presented, seconded by Meredith Henderson.

UNANIMOUS the motion passes.

vi. Finance Update and Budget Transfer

MRSD Business Manager Michael MacMillan shared an updated financial report, highlighting a 1.1% budget margin, which is lower than the average of 4.3% in the last five years. The report showed increased expenditures in pupil services, transportation, and out-of-district tuition. Mr. MacMillan also discussed the impact of rising costs, including utilities and educational expenses, on the budget.

A budget transfer of \$100,000 from benefits and fixed charges to people services is proposed to cover transportation costs. Mr. MacMillan continued to provide updates on various projects, including the gas supply contract, which has increased significantly. The state's FY26 budget was discussed, with an additional \$90,000 in revenue compared to the budgeted amount.

MOTION: Jackie Zibrat-Long moved to approve the FY25 quarter three budget transfers, as listed in the memorandum provided to the school committee. The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

vii. Family Table Collaborative Donation

MOTION: Jackie Zibrat-Long moved to approve the MRHS donation in the amount of \$1,100.00 to the Family Table Collaborative collected from the MRHS Empty Bowls Full Hearts fundraiser.

The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

E. Subcommittee, Representative, Liaison Reports

Legislative Liaison Tina Games made a statement about legislative efforts to revisit Chapter 70 and the rural schools bill.

F. Superintendent's Report

Dr. Carpenter thanked the community for supporting the budget and middle school renovation project at the Harwich town meeting.

Betty Gray announced that this was the last meeting for Committee members Jessica Rogers and Tina Games. Both were presented with Certificate of Gratitude for their service on the Committee and each shared reflections of their time spent serving on the committee.

G. Action Items - Vote Required

i. Second Reading: Superintendent Summative Evaluation

MOTION: Jackie Zibrat-Long moved to approve the 2024-2025 Summative Superintendent Evaluation as presented in the agenda packets. The motion was seconded by Brad Schiff.

UNANIMOUS the motion passes.

ii. Second Reading of Policy: ADF Wellness Policies on Physical Activity and Nutrition

MOTION: Brad Schiff moved to approve ADF Wellness Policies on Physical Activity and Nutrition as presented, seconded by Meredith Henderson.

UNANIMOUS the motion passes.

iii. Finance Update and Budget Transfer

MOTION: Jackie Zibrat-Long moved to approve the FY 25 quarter three budget transfers, as listed in the memorandum provided to the school committee. The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

H. Presentation of the Warrants

Accounts Payable and Payroll Warrants were presented for School Committee member signatures.

I. Adjourn

MOTION: Meredith Henderson moved to adjourn the meeting, seconded by Jackie Zibrat-Long.

UNANIMOUS the meeting adjourns at 8:03 PM.

Respectfully Submitted,

Leah Tambolleo
Recording Secretary



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, May 22, 2025 at 6:30 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645**

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Members present: Betty Gray, Meredith Henderson, Stephen Davol, Jackie Zibrat-Long, Ryan Clarke, Brad Schiff, Bre Rose, Ryan Edwards

Members not present:

Administrators present: Dr. Scott Carpenter, Superintendent, Dr. Robin Millen, Michael MacMillen, Melissa Maguire, Joy Jordan

AGENDA

A. Call to Order by the Superintendent The meeting was called to order at 6:30 PM by Dr. Carpenter. Welcome to the new members, Stephen Davol from Chatham and Ryan Edwards from Harwich.

B. Vote for Chair, Vice Chair of the Monomoy Regional School Committee

MOTION: Dr. Carpenter called for a motion to nominate a new Chair of the Monomoy Regional School Committee.

Ryan Clarke moved to nominate Meredith Henderson as the new Chair of the Monomoy Regional School Committee, seconded by Jackie Zibrat-Long.

UNANIMOUS the motion passes.

Chair Meredith Henderson called for a motion to nominate a new Vice-Chair.

MOTION: Betty Gray nominated Brad Schiff as Vice-Chair of the Monomoy Regional School Committee, seconded by Ryan Clarke.

UNANIMOUS the motion passes.

C. Approval of Meeting Minutes

i. April 10, 2025

MOTION: Jackie Zibrat-Long moved to approve the minutes from the April 10, 2026 MRSC meeting seconded by Betty Gray.

Ayes: Betty Gray, Meredith Henderson, Jackie Zibrat-Long, Ryan Clarke, Brad Schiff, Bre Rose

Abstain: Stephen Davol, Ryan Edwards

The motion passes.

ii. May 1, 2025

MOTION: Jackie Zibrat-Long moved to approve the minutes from the May 1, 2026 MRSC meeting seconded by Brad Schiff.

Ayes: Betty Gray, Meredith Henderson, Jackie Zibrat-Long, Ryan Clarke, Brad Schiff, Bre Rose

Abstain: Stephen Davol, Ryan Edwards

The motion passes

D. MRHS Student Representative

MRHS Student Representative Jason Elhilow reported on recent events at the High School since his last visit. Some highlights include the Wellness Fair, the Pop's Concert, Prom at Wychmere Harbor Club, Greece & Japan trips over the April break, Hope Squad activities and fundraisers, the Suicide Awareness Walk and the Senior Stroll to the elementary schools. He also shared details on key upcoming events at MRHS; Senior Arts Night, Finn Fest activities, Convocation and Graduation.

School Committee member Brad Schiff thanked Jason for his dedication and tremendous enthusiasm as the student representative during this past school year.

E. Public Comment: None

F. Reports and Discussions

i. Welcome new School Committee members

ii. Indoor Track & Field Team

Athletic Director Karen Guillemette presented a slide show going over the details of adding a new varsity sport during the winter season at MRHS, Indoor Track & Field. The winter sports season is the shortest sports season with the least amount of choices for athletes. One advantage of adding Indoor Track & Field will be to give more opportunity to all student athletes as well as preparing and conditioning Spring athletes for their season. Ms. Guillemette explained that first year varsity sports go unfunded per the MIAA rules however, the cost of the coach would be covered by the district. During the first season, the Indoor Track & Field student athletes will need to have fundraisers to cover the cost of buses, league fees and invitationals. Uniforms and equipment are already available and would not need to be funded. The cost of adding this varsity sport in future budgets will be estimated at \$8000 per year plus the cost of the coaches salary. The current coach of the Indoor Track & Field Club, Adam Syty, shared how the club has grown over the last two seasons and expressed his commitment and excitement for the future. Several student athletes spoke in support of the addition of Indoor Track & Field as a varsity sport including Alexa Ford, Sean Neal, Quinn Muldoon and Kade Stephens.

The School Committee members asked several questions and agreed to vote at the next meeting.

iii. Breaching Barriers/Y Achievers Presentation

Community Engagement Coordinator Joy Jordan presented the committee with an overview of the program which is now finishing its second year. Breaching Barriers is designed to improve student access to postsecondary education by creating a partnership between local professionals that serve as mentors, with students that are facing one or more barriers to higher education. This year the program had 10 mentors and 12 students. Students and mentors met regularly during the school year. In April, students and mentors were able to attend three college visit field trips. One trip focused on Providence, Rhode Island and included Johnson & Wales, Rhode Island School of Design, Brown University, Providence College and the University of Rhode Island. The second trip focused on the Boston College Fair providing students the opportunity to access information to over 300 colleges and universities across the country. The third field trip traveled to Boston to visit UMass Boston, Northeastern University and Boston University.

The Breaching Barriers program will start a new collaboration with the Y Achievers program starting in the 2025-2026 school year. The Y Achievers program has been in existence for decades but the partnership with Monomoy will be the of its kind on the lower Cape. This partnership will provide an additional level of support to students for college and career development during their high school years and will also offer continued support to those same students in their post secondary education years. The kickoff presentation for the Y Achievers program will take place on June 10th during Jawsome hour.

iv. MRSC Summer Retreat - discussion and possible dates

Dr. Carpenter shared his thoughts for the summer MRSC retreat. One main focus would be strategic planning by looking forward 5 to 10 years and projecting what the district will look like in terms of enrollment and budgeting. He also encouraged a review of the regional agreement so there is an understanding of the components and the trends that impact the agreement. A poll will be sent out to members before the next meeting to narrow down the date options in July 2025 for the retreat.

- v. First Reading of Policy Files: BBBC- School Committee Member Resignation, BCA - School Committee Member Ethics, BCB - Committee Members Conflict of Interest, BDD - School Committee Superintendent Relationship, BDE - Subcommittees of the School Committee, BDG- School Attorney, BEC - Executive Session, BEDA - Notification of School Committee Meetings

Committee member Brad Schiff reviewed the changes for each policy and moved the policies to a second reading at the next meeting.

- vi. Convocation and Graduation

Dr. Carpenter reminded all members they are welcome to attend the Convocation Ceremony on Thursday, June 5th at 6:00 PM and Graduation on the field on June 7th at 6:00 PM.

G. Subcommittee, Representative, Liaison Reports

- i. Middle School Building Committee - Report

The building committee has not met since the last meeting. Dr. Carpenter would like to thank the voters of Harwich and Chatham for approving the project. We will begin to move forward to finalize siding choices and get the project ready to go out to bid.

- ii. Policy Subcommittee -Discussion of Policy Files: AC -Nondiscrimination Policy Including Harassment and Retaliation, ACA Nondiscrimination on the Basis of Sex, ACAB - Sexual Harassment Prevention Policy and Grievance Procedure, ACC - Sexual Harrassment/Title IX Policy and Procedures, ACE - Nondiscrimination on the basis of disability

Melissa Maguire, Director of Student Services and Special Education, reviewed the overall policy changes and reasoning behind them. The committee members will have time to review the significant changes before the first reading at the next meeting on June 12, 2025.

H. Superintendent's Report

Dr. Carpenter commended Dr. Millen and Ms. Jordan for their work with the MLPAC. At the last meeting, Claudio Berbeo and America Cruz were voted in as co-presidents of the MLPAC.

I. Action Items -Vote Required

- i. Second Reading of Policy Files: AD Mission Statement, ADC Tobacco Use on School Premises, BA School Committee Operational Goals, BB School Committee Legal Status, BBA School Committee Powers and Duties, BBAA School Committee Member Authority, BBB School Committee Composition

MOTION: Brad Schiff moved to approve the Policy Files as presented in the agenda packet for approval. The motion was seconded by Betty Gray.

UNANIMOUS the motion passes.

J. Presentation of the Warrants

Accounts Payable and Payroll warrants were presented for school committee member signatures.

K. Adjournment

MOTION: Betty Gray moved to adjourn the meeting, seconded by Jackie Zibrat-Long.

UNANIMOUS the meeting adjourns at 8:09 PM.

Respectfully Submitted
Roberta Simmons
Recording Secretary

Monomoy Regional School District
Nondiscrimination Policy Including Harassment and Retaliation
DRAFT

The Monomoy Regional School Committee and Monomoy Regional District are committed to maintaining an education and work environment for all school community members. that is free from all forms of unlawful discrimination, including harassment and retaliation. "School Community" includes the School Committee, employees, administration, faculty, staff, students, others present (in-person or virtually) on school grounds or at school-related events, and parties contracted to perform work for the District.

The District does not exclude from participation, deny the benefits of the District from or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

This commitment is affirmed by the following statements. The School Committee commits to:

1. ~~Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The District will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:~~
2. Promoting the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
3. Encourage**ing** positive experiences in human values for children, youth, and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
4. Work**ing** toward a more integrated society and ~~to~~ enlist**ing** the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
5. Use**ing** all appropriate communication and action techniques to air and ~~reduce~~ address the grievances of individuals and groups.
6. Carefully consider**ing**, in all the decisions made within the School ~~system~~ **District**, the potential benefits or adverse consequences that those decisions might have on the human relations ~~aspects of all segments of society.~~
7. Initiating a process of reviewing policies and practices of the School ~~system~~ District in order to achieve to the greatest extent possible the objectives of this statement.
8. ~~The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business.~~
9. ~~No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, genetic information, ancestry, military status, race, color, sex, religion, national Origin, housing status, sexual orientation, gender identity, or disability, traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles. Protective hairstyles include but are not limited to, braids, locks, twists, bantu knots, hair coverings, and other formations.~~

- ~~10. The Massachusetts Student Anti-Discrimination Act provides that no person may be excluded from a public school in any town, or discriminated against with respect to obtaining the advantages, privileges, and courses of study of such public schools, on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation. (M.G.L. c. 76, § 5).~~
- ~~11. The Massachusetts Anti-Bullying Law prohibits, among other things, bullying by students or school staff on school grounds or at school activities. (M.G.L. c. 71, § 37O).~~
- ~~12. Title IV of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex, or national origin by public elementary and secondary schools. (42 U.S.C. § 2000c et seq.).~~
- ~~13. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. (42 U.S.C. § 2000d et seq.).~~
- ~~14. The Equal Educational Opportunities Act of 1974 requires, among other things, that schools provide English Language Learners with appropriate services to overcome language barriers that impede equal participation in instructional programs. (20 U.S.C. § 1701 et seq.)~~
- ~~15. All children residing in their jurisdictions have equal access to public education by: (1) allowing children to enroll and attend school without regard to race, national origin, or immigration or citizenship status; (2) avoiding information requests that have the purpose or effect of discouraging or denying access to school on the basis of race, national origin, or immigration or citizenship status; and (3) protecting all students from bullying and harassment on the basis of race, national origin, or immigration or citizenship status.~~
- ~~16. If someone has a complaint or feels that they have been discriminated against because of their age, genetic information, ancestry, military status, race, color, sex, religion, national origin, housing status, sexual orientation, or disability, traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles. Protective hairstyles include but are not limited to, braids, locks, twists, bantu knots, hair coverings, and other formations. Complaints should be registered with the Title IX compliance officer.~~

The District requires all members of the School Community to conduct themselves in accordance with this Policy.

It shall be a violation of this Policy for any member of the School Community to engage in any form of discrimination. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form will not be tolerated.

Further, retaliation against an individual for making a good-faith complaint of discrimination or cooperating in an investigation is against the law and prohibited.

The District will take appropriate action to:

- Prevent and/or otherwise respond to any violation of this policy, and
- Define processes by which individuals can bring concerns about alleged policy violations to the District's attention for resolution.

Any member of the School Community with a concern or complaint about harassment, discrimination or retaliation should contact the Principal for the school in which the alleged discrimination or harassment took place or the Director of Student Services who can be reached at 508-945-5130.

Legal references:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
~~Executive Order 11246, as amended by E.O. 11375~~
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 2011 M.G.L. 76:16 (Chapter 622 of the Acts of 1971)
603 CMR 26:00
603 CMR 28.00

Cross references:

ACA- ACE, Subcategories for Nondiscrimination
GBA, Equal Employment Opportunity ~~/Affirmative Action Plan~~
JB, Equal Educational Opportunities
Plyler v. Doe, 457 U.S. 202 (1982)
CROWN Act (Create a Respectful and Open World for Natural hair) July 26, 2022

Adopted: March 27, 2013

Revised: 4/26/2018, 12/22/2022, 2/28/2025, 5/ / 2025

**Monomoy Regional School District
Nondiscrimination on the Basis of Sex
DRAFT**

1. The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex, sexual orientation or gender identity in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities but also to employees with regard to employment opportunities **to the extent covered by Title IX.**
2. The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all of its students and employees.
3. The ~~Committee~~ **Superintendent** will designate an individual to act as the School District's Title IX ~~compliance officer~~ Coordinator.
4. All students and employees will be notified of the name and office address and telephone number of the ~~compliance officer~~ Title IX Coordinator.

Legal References:

Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education 603 CMR 26:00

Reference:

~~USDOE Notice of Interpretation~~

~~<https://www.ed.gov/news/press-releases/us-department-education-confirms-title-ix-protects-students-discrimination-based-sexual-orientation-and-gender-identity>~~

Cross References:

AC, Nondiscrimination Policy Including Harassment and Retaliation

Adopted: March 27, 2013

Revised: 6/8/23, 5/ /2025

Monomoy Regional School District
SEXUAL HARASSMENT PREVENTION POLICY AND GRIEVANCE PROCEDURE
DRAFT

The Monomoy Regional School District ("the District") is committed to maintaining a school and work environment free of **unlawful sexual** harassment of any kind. ~~The District does not discriminate against students, parents/guardians/caregivers, employees or the general public. No person shall be excluded from or discriminated against in admission to the Monomoy Regional School District, or in obtaining the advantages, privileges and courses of study of the District on account of race, color, sex, gender identity, religion, national origin, or sexual orientation. (G.L. c. 76, §5). Additionally, the District does not tolerate harassment based upon race, color, sex, gender identity, religion, national origin, or sexual orientation. (603 CMR 26.08).~~ **Sexual harassment of any employee or student, (hereinafter "individual"), occurring in the environment or in other settings in which individuals may find themselves in connection with their relationship to the District is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from unlawful sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with by the District.**

~~The School District will not tolerate harassment of their employees or students. Harassment of staff or students based on race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities is prohibited. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.~~

It should be noted that while this policy sets forth the goal of promoting a work and educational environment that are free of **unlawful sexual** harassment, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of **sexual** harassment.

This policy covers ~~all types of harassment apart from~~ any sexual harassment **that is not covered by Title IX**, which is addressed in Policy ACAB-SHACC.

Because the District takes allegations of sexual harassment seriously, it will respond promptly to complaints of alleged sexual harassment and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

~~The District expects all members of the school community, including but not limited to, administrators, teachers, staff members, students and vendors, to conduct themselves in an appropriate and professional manner and with concern for fellow members of the school community. Paramount is the maintenance of a safe and civil environment in which adults can work and students can learn and achieve high core academic standards. All persons are to be treated with dignity and respect.~~

~~Harassment in any form will not be tolerated. Harassment is any behavior which has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or behavior that creates a hostile work or educational environment. It may be verbal, non-verbal, written, physical or psychological in nature. Such behaviors may include, but are not limited to:~~

- ~~1. Unsolicited remarks, including threats, intimidation, rumors and name-calling;~~
- ~~2. Unwelcome or intimidating gestures;~~
- ~~3. Display or circulation of written materials or pictures of a derogatory nature;~~
- ~~4. Unwelcome touching, cornering or other physical contact;~~
- ~~5. Deliberate social exclusion;~~
- ~~6. Cyber bullying, the use of electronic information and communication technologies to threaten, harass or intimidate a person or group of persons (including, but not limited to, e-mail messages, instant messaging, text messaging, cell phone communication, internet blogs, internet chat rooms, social networking websites).~~

~~Harassment may take place on school grounds, at school-sponsored activities, at an official school bus stop, or on school-provided transportation. Harassment may be overt or subtle, but regardless of what form it may take, i.e. verbal, non-verbal or physical, harassment can be insulting and demeaning to the recipient and will not be tolerated in the District. Determinations about whether or not behavior is considered harassment will be viewed from the perspective of a reasonable person. As such, what one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.~~

Definitions

~~*Actual knowledge*- Actual notice does not exist where no member of the school staff has witnessed the harassment, or been told about the harassment, apart from the respondent. This is true even where it can be argued that members of the school staff "should have known" about the harassment, but did not.~~

~~*Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment.~~

~~*Deliberate indifference* means a response to harassment that is clearly unreasonable in light of the known circumstances.~~

~~*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.~~

~~*Supportive measures* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.~~

~~As indicated above, these procedures do not limit the District from removing a student from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.~~

Mandated Reporting

~~Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under M.G.L. Chapter 119, Section 51A. The District shall comply with state law in reporting suspected cases of child abuse.~~

~~The Superintendent of Schools shall appoint a district Title IX/Section 504 of Rehabilitation Act Chapter 622 Coordinator to communicate the requirements of the law relative to harassment and the contents of this policy. The Superintendent or his/her designee shall establish a district grievance procedure for reporting and investigating allegations of harassment.~~

Grievance Procedure: Reporting Complaints of Discrimination and Harassment Except Sexual Harassment

~~If any student, parent/guardian/caregiver or employee believes, in good faith, that he or she has been subjected to harassment or discrimination described above, the individual has a right to file a complaint with the District. This may be done informally or formally, as described below.~~

~~Teachers or other staff members who observe or receive reports of incidents of harassment or discrimination involving students shall report (verbal or written) such incidents immediately to the student's Principal.~~

Administrators aware of harassment or discrimination involving any employee shall report such incidents to the relevant coordinator, listed below, or to the Superintendent.

Please note that while these procedures relate to the District's policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in a separate policy, these procedures are not designed nor intended to limit the District's authority to discipline or take remedial action for conduct which is deemed unacceptable.

Coordinator Contact Information

The Civil Rights Coordinator for Title VI (race, color, national origin); Section 504 (disability); Title II of the ADA (disability); Religion, Sexual Orientation, Gender Identity, and Age, is:

Director of Student Services 508-945-5130

Students, parents/guardians/caregivers, or employees who wish to initiate either the informal or the formal complaint process may direct a written or verbal complaint to the relevant coordinator or to the Principal for the school in which the alleged discrimination or harassment took place. Whether formal or informal in nature, written complaints are encouraged. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer to the complaint to the Principal or the relevant coordinator.

The complaint may be written by the complainant, or it will be reduced to writing by either the school employee who receives the complaint, the building Principal, the relevant coordinator, or a designee. Whether the complaint is reduced to writing by a student, parent/guardian/caregiver, or staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the location of the school/department where the alleged discriminatory action occurred, the basis for the complaint, witnesses (if any), and the corrective action the student is seeking. This information will be made on or transferred to a discrimination/harassment complaint form maintained by the District.

Efforts should be made to file such complaints within twenty (20) calendar days after the alleged discriminatory action occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, the District will investigate any complaint no matter when it is filed, except that the District has discretion to dismiss a complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility.

Within two business days of receiving a complaint, the District will determine whether the complainant wishes to utilize formal or informal procedures, which the complainant can also expressly select as described below in section (1) regarding informal procedures and section (2) regarding formal procedures, and, if the complainant chooses formal procedures, begin to investigate every complaint of harassment, discrimination, or violence.

Any teacher or other employee who receives a complaint of discrimination or harassment shall immediately forward the complaint to the building Principal. The Principal will then determine whether the complainant wishes to pursue formal or informal procedures, and will forward all formal complaints to the relevant coordinator listed above, who will begin the formal procedure described below. If the complainant wishes to pursue informal procedures, the Principal and/or the Principal's designee will first attempt to resolve the complaint at the building level.

The relevant coordinator or designee shall handle the investigation and resolution of a formal complaint. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority, and any complaint about the relevant coordinator will be investigated by the Superintendent or his designee. Any complaint about the Superintendent should be submitted to the chairperson of the school committee, who should consult with legal counsel concerning the handling and investigation of the complaint.

Internal Grievance Procedure

1. Informal Resolution of Discrimination and Harassment Complaints

Before initiating the formal procedure, a complainant may wish to resolve the complaint on an informal basis through discussion between the complainant and the respondent, which will be facilitated by the building Principal or designee. The complainant may request informal procedures or be given the option of electing between pursuing informal or formal procedures at the time that their complaint is received by the relevant coordinator or building Principal. Informal procedures are entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal procedures have already begun. Similarly, respondents may elect to follow formal procedures.

If the complainant and the respondent feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. This voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

2. Formal Resolution of Discrimination and Harassment Complaints

A student, parent/guardian/caregiver or employee who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure at any time.

Step One

Within forty-eight (48) hours of receiving the complaint or of the termination of an unsuccessful informal resolution process (whichever is later), the relevant coordinator or designee will meet with the complainant and/or alleged victim (if they are different) by telephone or in person. The relevant coordinator or designee will complete a discrimination/harassment complaint form based on the written or verbal allegations of the complainant within forty-eight (48) hours of meeting with the complainant. The complaint form will be maintained by the relevant coordinator or designee.

Step Two

A prompt investigation shall be completed by the relevant coordinator or designee within thirty (30) school days from the date that the District received a complaint or report, unless impracticable (e.g., the complaint is received during the summer time and witnesses are unavailable). The relevant coordinator or designee will provide written notice of the investigation to the alleged perpetrator before conducting an interview of the alleged perpetrator, including whether or not the relevant coordinator or designee anticipates that there may be discipline.

The investigation may, as appropriate, consist of personal interviews with the alleged victim/ complainant, the complainant (if different than the alleged victim), the individual(s) against whom the complaint is filed ("alleged perpetrator[s]"), and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the relevant coordinator or designee.

The complainant and the respondent(s) have the opportunity to present witnesses and information that they deem relevant to the relevant coordinator or designee. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. However, regardless of the complainant's participation in the investigation, the District will investigate the complaint to the extent possible and will take appropriate action based on the results of its investigation.

Step Three

The coordinator or designee shall document his or her findings. The coordinator or designee shall send the written report of the findings to the Superintendent, complainant, and respondent(s) within thirty (30) school

~~days after the investigation has been completed, unless the complainant and respondent agree in writing to extend the timeline.—~~

~~The report shall include:~~

- ~~a) a statement of the allegations investigated;~~
- ~~b) a summary of the steps taken to investigate the allegations;~~
- ~~c) the findings of fact based on a preponderance of the evidence gathered;~~
- ~~d) the District's conclusion, based upon a preponderance of the evidence, of whether discrimination, harassment, or violence did or did not occur;~~
- ~~e) the disposition of the complaint;~~
- ~~f) the rationale for the disposition of the complaint; and~~
- ~~g) if the District concluded discrimination, harassment, different treatment, or violence occurred, a description of the District's response. However, all discipline of the respondent will be kept confidential from the complainant unless it directly relates to the complainant (e.g., complainants will be notified of stay-away orders but not suspensions).—~~

~~The coordinator or designee shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard.—~~

~~A preponderance of the evidence means that it is more likely than not that the alleged conduct occurred. The coordinator or designee shall further recommend what action, if any, is required. If it is determined that harassment, discrimination or different treatment occurred, the District will take steps to prevent the recurrence of the harassment, discrimination or different treatment and correct its discriminatory effect on the complainant and others if appropriate.—~~

~~Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.—~~

Step Four

~~The coordinator and/or Superintendent shall maintain the written report of the investigation, findings and disposition.~~

~~The District will contact the complainant within fourteen (14) school days following the conclusion of the investigation to assess whether there has been on-going harassment or retaliation and to determine whether additional supportive measures are needed.~~

3. Supportive Measures

~~The District shall take immediate steps to protect the complainant, respondent, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination. The District will take supportive measures to prevent retaliation against the complainant, respondent, witnesses, and the larger school community.—~~

4. Appeals

~~Any party may appeal the decision of the Investigator in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure. The Superintendent, as an impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.—~~

External Grievance Procedure

~~Any student, parent/guardian/caregiver or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.~~

Retaliation

~~Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.~~

For complaints related to discrimination/harassment of students:

~~The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172
OR
The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TTY: 617-994-6196~~

For complaints related to discrimination/harassment of parent/guardian/caregivers:

~~The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172~~

For complaints related to discrimination/harassment of employees:

~~The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172
OR
The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TTY: 617-994-6196
OR
The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000~~

Referral to Law Enforcement, Other Agencies

~~Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.~~

~~Legal References: Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendment of 1972~~

~~Section 504 of the Rehabilitation Act; Title II of the ADA~~
~~M.G.L. c. 151B and c. 151C~~
~~M.G.L. c. 76, section 5~~
~~M.G.L. c. 119, section 51A~~
~~M.G.L. c. 71B, section 1 Revised: 10/7/2009~~
~~Adopted: March 27, 2013~~
~~Revised: June 25, 2020~~

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other uninvited verbal, visual or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or a student’s status; or
- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a basis for employment decisions or student status decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee’s and/or students work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under this definition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to **individuals, regardless of gender, may also constitute sexual harassment.**

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:

- verbal abuse of a sexual nature;
- use of sexually degrading words;
- jokes or language of a sexual nature;
- conversation or gossip with sexual overtones;
- obscene or suggestive gestures or sounds;
- sexually-oriented teasing;
- verbal comments of a sexual nature about an individual’s appearance or sexual terms used to describe an individual;
- inquiries into one’s sexual experiences;
- discussion of one’s sexual activities;
- comments, jokes or threats directed at a person because of his/her sexual preference;
- unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations);
- demand for sexual favors accompanied by an implied or overt threat concerning a student’s participation in an Educational Program or Activity, including promises of preferential treatment;

- physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body;
- deliberate bumping, cornering, grabbing;
- assaults, molestations or coerced sexual acts;
- posting or distributing sexually suggestive objects, pictures, cartoons or other materials;
- sexually-oriented letters or notes;
- sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation;
- staring at parts of a person's body;
- sexually suggestive gestures, leering; and
- condoning Sexual Harassment.

Sexual harassment can occur in a variety of circumstances. Here are some things to remember:

- a person of any sex or gender may be the victim of sexual harassment, and a person of any sex or gender may be the harasser;
- the harasser does not have to be the victim's supervisor;
- the victim does not have to be of a different sex or gender from the harasser; and
- the victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive environment for the victim or unreasonably interferes with the victim's performance by creating a hostile, humiliating, or sexually offensive environment.

Individual Responsibilities

Each individual of the District is personally responsible for:

- ensuring that their conduct does not sexually harass any other individual with whom he/she comes in contact;
- cooperating in any investigation of alleged sexual harassment by providing any information they possess concerning the matter being investigated;
- actively participating in efforts to prevent and eliminate sexual harassment and to maintain an environment free from such harassment; and
- ensuring that an individual who files a good-faith sexual harassment claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the District.

Complaints of Sexual Harassment

If any individual believes that he or she has been subjected to sexual harassment, they have the right to file a complaint with the appropriate person listed below. This may be done in writing or orally.

The District has designated Sexual Harassment Grievance Officers. If you would like to file a complaint you may do so by contacting the current Sexual Harassment Grievance Officers as follows:

The District's Sexual Harassment Grievance Officer is the Director of Student Services, who can be reached by phone at 508-945-5130.

If any individual believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint regarding alleged sexual harassment by contacting the Sexual Harassment Grievance Officer as soon as possible. The individual should file the complaint promptly following any alleged incident of harassment. The individual should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the District to reconstruct what occurred. The individual will be requested to write out his or her complaint to document the charge or to sign a written statement.

Individuals will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

The Sexual Harassment Grievance Officer is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

SEXUAL HARASSMENT INVESTIGATION

Upon receiving the complaint, the Sexual Harassment Grievance Officer will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Sexual Harassment Grievance Officer has completed their investigation, they will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to address the offending conduct, and where it is appropriate, the District will also impose disciplinary action.

RETALIATION

Retaliation against an individual for making a good-faith complaint of sexual harassment or cooperating in an investigation is against the law and prohibited. If any individual believes that they have been subjected to retaliation for having brought a complaint of harassment or for having participated in an investigation, that individual or student is encouraged to report the situation as soon as possible to the Sexual Harassment Grievance Officer, the Alternate Sexual Harassment Grievance Officer, the building Principal or Superintendent of Schools.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or, for students, from counseling to suspension or expulsion, in accordance with law, and may include such others forms of disciplinary action as the District deems appropriate under the circumstances.

STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint regarding alleged sexual harassment with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 180 days, but under certain circumstances, may be filed within 300 days; MCAD – 300 days).

The United States Equal Employment Opportunity Commission (“EEOC”)

JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Phone: 1-800-669-4000
Fax: 617-565-3196
TTY: 1-800-669-6820

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:	Springfield Office:	Worcester Office:
One Ashburton Place, Room 601	424 Dwight Street, Room 220	18 Chestnut Street, Room 520
Boston, MA 02108	Springfield, MA 01103	Worcester, MA 01608
Phone: (617) 994-6000	Phone: (413) 739-2145	Phone: 508-453-9630
Fax: (617) 994-6196	Fax: (413) 784-1056	Fax: (508) 755-3861
Email: <u>mcad@mass.gov</u>	Email: <u>mcad@mass.gov</u>	Email: <u>mcad@mass.gov</u>

LEGAL REF.: M.G.L. 151B:3A; 151B:4

CROSS REF.: AC, Nondiscrimination Policy Including Harassment and Retaliation
ACA, Non-Discrimination on the Basis of Sex
ACC, Title IX Policy and Procedures

Adopted: March 27, 2013

Revised: June 25, 2020

Monomoy Regional School District
SEXUAL HARASSMENT / TITLE IX POLICY AND PROCEDURES
DRAFT

Overview

~~Under the 2020 Title IX regulations, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:~~

- ~~a. Quid pro quo harassment: A school employee conditioning the provision of a school-related aid, benefit, or service on an individual's participation in unwelcome sexual conduct;~~
- ~~a. Hostile environment harassment: Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. Such conduct can be carried out by school staff, a student, or another person; and~~
- ~~a. * "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 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)~~

~~Harassment can be carried out by school staff, a student, or another person. It can occur in-person or online, including through email, texts or messages, apps, or other technologies.~~

~~Depending upon facts and circumstances, some examples may include, but are not limited to:~~

- ~~• Unwelcome conduct on social media platforms, such as sexually demeaning or discriminatory slurs or threats of sexual violence;~~
- ~~• Nonconsensual texting, posting, or otherwise sharing naked or intimate images of a person – whether real, altered, or created through artificial intelligence (AI) technologies; or~~
- ~~• Stalking using technology, including sending multiple unwanted text messages, creating fake social media accounts, or using apps to work around a blocked number.~~

~~The District will promptly investigate all allegations of sexual harassment of which it has actual knowledge and which are alleged to occur in the school's programs and activities. This includes, but is not limited to, conduct that:~~

- ~~• Occurs in locations, at events, or under circumstances in which the school exercised substantial control over both the alleged harasser and the context in which the sexual harassment occurs including conduct that occurs off-campus under certain circumstances;~~
- ~~• Occurs in school-related, off-campus settings such as field trips, online classes, and athletic programs;~~
- ~~• Takes place via school-sponsored electronic devices, computers, and internet networks; or~~
- ~~• Takes place on digital platforms operated by, or used in the operations of, the school, including AI technologies.~~

Definitions

~~In the employment context, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:~~

~~Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);~~

~~Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;~~

~~Such conduct interferes with an individual's job duties; or~~

~~The conduct creates an intimidating, hostile or offensive work environment.~~

Definitions

~~*Actual knowledge* – Actual notice does not exist where no member of the school staff has witnessed the harassment, or been told about the harassment, apart from the respondent. This is true even where it can be argued that members of the school staff “should have known” about the harassment, but did not.~~

~~*Administrative leave* means placing an employee on leave pursuant to state law. Nothing in the Title IX regulations precludes a recipient from placing a non-student employee respondent on administrative leave during the pendency of a grievance process, provided that Massachusetts laws are followed.~~

~~*Consent* means cooperation in act or attitude pursuant to an exercise of free will of a conscious person with informed knowledge of the nature of the act or actions. A current or previous relationship shall not be sufficient to constitute consent. Consent will not be found when submission to the act or actions is undertaken due the influence of fear, fraud, forcible compulsion, threats, and/or the complainant possessed any legal incapacity to consent at the time of the act or actions. Consent is a defense to all types of sexual harassment.~~

~~*“Complainant”* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.~~

~~*Deliberate indifference* means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.~~

~~*Emergency removal* means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes a district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.~~

~~*Formal complaint* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. *Title IX Coordinator*: Director of Student Services – 508-945-5130~~

~~*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.~~

~~*Supportive measures* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

Complaints and Reports of Sexual Harassment

~~Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within two school days of receiving the complaint and do the following:~~

~~* Discuss and offer supportive measures;~~

- ~~* Consider the complainant's wishes with respect to supportive measures;~~
- ~~* Explain that supportive measures may be received with or without filing a formal complaint;~~
- ~~* Determine whether the complainant wishes to file a formal complaint; and~~
- ~~* Explain to the complainant the purpose of filing a formal complaint.~~

~~If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant's preferences. This decision may be appropriate when safety or similar concerns lead the district to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require the school district to investigate and potentially sanction a respondent. A Title IX Coordinator's decision to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.~~

~~Formal complaints may also be filed directly with the Title IX Coordinator by a complainant in person, by mail, by email, or by telephone at any time, including during non-business hours.~~

~~The contact information for the Title IX Coordinator is: Director of Student Services 508-945-5130~~

~~The complaint may be written by the complainant, or it will be reduced to writing by either the school employee who receives the complaint, the building Principal, or the Title IX Coordinator. Whether the complaint is reduced to writing by a student, parent/guardian/caregiver, or staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the location of the school/department where the alleged discriminatory action occurred, the basis for the complaint, witnesses (if any), and the corrective action the complainant is seeking. This information will be made on or transferred to a discrimination/ harassment complaint form maintained by the District.~~

~~There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by the district).~~

~~Investigations to allegations of sexual harassment will be prompt and the formal process will be completed within a sixty-day timeframe where feasible.~~

~~Immediate Procedures~~

~~Within two school days of receiving a formal complaint of sexual harassment, the Title IX Coordinator must contact the complainant and respondent regarding supportive measures and offer them equally to both parties during the pendency of the grievance procedures.~~

~~Written Notice~~

~~Before any investigation can begin, the district must send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.~~

~~If additional allegations are added during the course of the investigation, additional written notice must be provided.~~

Informal Resolution

~~Where appropriate, after notice has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e.g., mediation). Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.~~

~~Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.~~

~~If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.~~

~~If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.~~

Investigation

~~If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/ herself in either role, where appropriate.~~

~~The investigator must not be biased against any of the parties at the outset of the investigation. The investigator will be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.~~

~~The investigator must avoid making any final determinations of responsibility for sexual harassment.~~

~~Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.~~

~~During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.~~

Findings of Responsibility

~~After the investigator has completed the investigation, the designated decision-maker will be assigned to determine final responsibility or lack thereof for violating Title IX. The decision-maker must not be biased against any of the parties at the outset of this process.~~

~~Before the district can determine responsibility, an investigative report and all tangible evidence relied upon will be sent to the parties and the decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up.~~

~~After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.~~

~~A preponderance of the evidence means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate.~~

~~The written determination must be issued to both parties simultaneously and must include:~~

- ~~(A) Identification of the allegations potentially constituting sexual harassment;~~
- ~~(B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;~~
- ~~(C) Findings of fact supporting the determination;~~
- ~~(D) Conclusions regarding the application of the recipient's code of conduct to the facts;~~
- ~~(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and~~
- ~~(F) The district's procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).~~

~~Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.~~

~~As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.~~

Records

~~A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.~~

Training

~~The district will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.~~

~~The district will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in paragraph (b)(6) of this section.~~

~~The district also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in paragraph (b)(5)(vii) of this section.~~

~~Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.~~

Appeals

~~Any party may appeal the decision in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure. The Superintendent or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal. **External**~~

Grievance Procedure

~~Any student, parent/guardian/caregiver or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.~~

~~For complaints related to discrimination/harassment of students:~~

~~The Office for Civil Rights, US Department of Education~~

~~5 Post Office Square, 8th Floor~~

~~Boston, MA 02109-3921~~

~~Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172~~

~~OR~~

~~The Massachusetts Commission Against Discrimination~~

~~One Ashburton Place~~

~~Sixth Floor, Room 601~~

~~Boston, MA 02108~~

~~Phone 617-994-6000, TTY: 617-994-6196~~

~~For complaints related to discrimination/harassment of parents:~~

~~The Office for Civil Rights, US Department of Education~~

~~5 Post Office Square, 8th Floor~~

~~Boston, MA 02109-3921~~

~~Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172~~

~~For complaints related to discrimination/harassment of employees:~~

~~The Office for Civil Rights, US Department of Education~~

~~5 Post Office Square, 8th Floor~~

~~Boston, MA 02109-3921~~

~~Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172~~

~~OR~~

~~The Massachusetts Commission Against Discrimination~~

~~One Ashburton Place~~

~~Sixth Floor, Room 601~~

~~Boston, MA 02108~~

~~Phone 617-994-6000, TTY: 617-994-6196~~

~~OR~~

~~The Equal Employment Opportunities Commission~~

~~John F. Kennedy Federal Building~~

~~475 Government Center~~

~~Boston, MA 02203~~

~~Phone: 1-800-669-4000~~

~~Referral to Law Enforcement, Other Agencies~~

~~Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/alleged victim of the right to file a criminal complaint.~~

~~Retaliation~~

~~Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or~~

~~participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.~~

I. POLICY

A. Introduction

It is the policy of the Monomoy Regional School District (the “District”) not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability or other legally protected classification. This prohibition includes Sexual Harassment. The District is committed to maintaining a school environment free of unlawful Sexual Harassment. This Policy and Procedures specifically addresses Sexual Harassment, as defined below, as a form of gender discrimination under Title IX.

The District will promptly and reasonably investigate all allegations of sexual harassment through the designated and authorized Title IX Coordinator, as set forth below.

B. Scope

This Policy applies to individuals participating in any Educational Program or Activity, as defined below, whether such programs or activities occur on or off of school grounds if the school exercises “substantial control” over the alleged harasser and the context in which the alleged Sexual Harassment occurred. Although Title IX only applies to incidents occurring within the United States, this Policy applies to allegations of Sexual Harassment brought by individuals participating in any Educational Program or Activity of the School District even if it occurs outside of the United States.

C. Definitions

For purposes of this Policy and Procedures, the following definitions will apply:

- *A Complainant* is a person who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- *A Respondent* is an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- *Actual Knowledge* of Sexual Harassment exists when any District employee, including, without limitation, administrators, teachers, educational support staff, clerical staff and custodians is aware of Sexual Harassment or allegations of Sexual Harassment. The District, through its staff, is required to act upon Actual Knowledge of such an incident or allegation.
- *Educational Program or Activity* includes any location, event, or circumstance over which the District exhibits substantial control of both the alleged harasser and the context in which the Sexual Harassment occurred. Sexual Harassment is not dependent on the method by which the Sexual Harassment is carried out. Actions carried out by written instrument, e-mail, internet use or other technologies may constitute Sexual Harassment as much as in-person actions.
- *A Formal Complaint* is a document filed by a Complainant, who is participating in or attempting to participate in the Educational Program or Activity of the District, or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation of Sexual Harassment.
- *Supportive Measures* are individualized services reasonably available that are non-punitive, non-disciplinary, individualized, and not unreasonably burdensome to the other party while designed

to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive measures shall be offered even where no complaint has been filed. Supportive Measures may include counseling, course modifications, schedule changes and increased monitoring or supervision.

- *Remedies* can include the same actions described as Supportive Measures, or can punish or burden the Respondent.

D. Rule

The District takes allegations of discrimination, including Sexual Harassment, seriously and will respond promptly to Formal Complaints. Where it is determined that conduct that violates the law and/or this Policy and Procedures has occurred, the District will act promptly to stop the conduct and impose corrective action as necessary, which may include school-related discipline.

If any student believes, in good faith, that the student has been subjected to Sexual Harassment, they should report the incident. Further, anyone may report Sexual Harassment regardless of whether they are the victim/Complainant. This includes, but is not limited to, parents on behalf of their child and other students or staff who observe alleged incidents of Sexual Harassment.

Sexual Harassment for purposes of this Policy and Procedures is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* Sexual Harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive such that it effectively denies a person equal access to the District's Educational Program or Activity; or
3. "Sexual assault," "dating violence," "domestic violence" or "stalking" all as defined by applicable federal law.

Examples of Sexual Harassment include but are not limited to:

- verbal abuse of a sexual nature;
- use of sexually degrading words;
- jokes or language of a sexual nature;
- conversation or gossip with sexual overtones;
- obscene or suggestive gestures or sounds;
- sexually-oriented teasing;
- verbal comments of a sexual nature about an individual's appearance or sexual terms used to describe an individual;
- inquiries into one's sexual experiences;
- discussion of one's sexual activities;
- comments, jokes or threats directed at a person because of his/her sexual preference;
- unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations);
- demand for sexual favors accompanied by an implied or overt threat concerning a student's participation in an Educational Program or Activity, including promises of preferential treatment;
- physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body;
- deliberate bumping, cornering, grabbing;
- assaults, molestations or coerced sexual acts;
- posting or distributing sexually suggestive objects, pictures, cartoons or other materials;
- sexually-oriented letters or notes;
- sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail and facsimile) which

contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation;

- staring at parts of a person's body;
- sexually suggestive gestures, leering; and
- condoning Sexual Harassment.

Sexual Harassment can occur in a variety of circumstances. Here are some things to remember.

- A person of any gender identity may be the victim/Complainant or alleged harasser/Respondent of Sexual Harassment; and
- The victim/Complainant does not have to be of a different gender identity than the harasser/Respondent.

II. PROCEDURES

A. Filing a Complaint

A Formal Complaint of Sexual Harassment may be filed with the Title IX Coordinator by the Complainant or any other individual by contacting the Title IX Coordinator by mail, in-person, email or phone. An employee with actual knowledge of conduct that may violate this policy must report to a Title IX Coordinator.

Director of Student Services, Title IX Coordinator
Phone: 508-945-5130

The Title IX Coordinator may delegate any and all of their responsibilities to another individual on a case-by-case basis. In the event of any such delegation, the actions of the designee shall be deemed to be the actions of the Title IX Coordinator for the purposes of this Policy and Procedures.

B. Supportive Measures

After the Title IX Coordinator receives an allegation of Sexual Harassment, even if no Formal Complaint is made, the Title IX Coordinator will:

- Offer the Complainant and Respondent Supportive Measures;
- Consider the Complainant and Respondent's wishes with respect to Supportive Measures;
- Inform the Complainant and Respondent of the availability of Supportive Measures with or without the filing of a Formal Complaint;
- Explain the process for filing a Formal Complaint and how the Formal Complaint will be addressed to the Complainant;
- Consider whether to file a Formal Complaint based on the information presented, if the Complainant elects not to do so;
- Determine whether an immediate threat to the physical health or safety of a student or other individual exists that requires removal of a student from the Educational Program or Activity;
- If removal is deemed necessary, provide Respondent with notice and an opportunity to challenge the decision immediately after the removal; and
- Document what Supportive Measures are provided and, if none are provided, document why and what Supportive Measures were offered.

C. Formal Complaint Process

In response to a Formal Complaint of Sexual Harassment, the District will use the following process for investigating, dismissing and/or determining responsibility with regard to the substance of a Formal Complaint.

1. Written Notice

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to all known parties. The Respondent will be given notice in sufficient time to prepare a response before an initial interview.

Written notice must include:

- (a) Notice of the Formal Complaint Process, including any informal resolution process;
- (b) Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be Sexual Harassment, and the date and location of the conduct, if known) to allow the Respondent to prepare a response;
- (c) A statement that the Respondent is presumed to be not responsible and that responsibility will be determined at the conclusion of the Process;
- (d) Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- (e) Notice of any provision in the student code of conduct or other policy or rule that prohibits knowingly making false statements or providing false information in the Process.

Written notice will be supplemented if new allegations open for investigation.

2. Investigation

Promptly after receiving or signing the Formal Complaint, the Title IX Coordinator will conduct the necessary investigation, using a preponderance of the evidence standard, including making good faith efforts to gather all relevant information. In the course of the Title IX Coordinator's investigation, the Title IX Coordinator will, along or with the assistance of another staff member:

- (a) Contact those individuals that have been referred to as having pertinent information related to the complaint, which, at a minimum, will include contacting the Complainant and the Respondent;
- (b) Consider relevant documentary evidence;
- (c) Notify Complainants and Respondents that they will have the opportunity to identify other witnesses and present other relevant information;
- (d) Provide the parties with the same opportunities to have an advisor present, who may, but is not required to be, an attorney;
- (e) Provide to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare to participate;
- (f) Provide both parties and their advisors, if any, an equal opportunity to review all evidence that is directly related to the allegations in the Formal Complaint, including evidence upon which the District does not intend to rely, and any exculpatory or inculpatory evidence from any source prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response; and

- (g) Prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to the parties and their advisors, if any, for their review and written response, at least 10 days before a hearing or other determination of responsibility.

The duration of an investigation will depend upon the nature and complexity of the allegations, the number of witnesses, the information to be gathered and the cooperation of all involved. As a guideline, the Complainant should expect to be interviewed within ten (10) school days. The interview of other witnesses and the Respondent will depend upon the number of witnesses and their availability and the availability of any advisor. The investigator should aim to complete interviews and fact-gathering within ten (10) school days, when feasible. Allowing time for both parties to provide a written response, a final investigation report will typically be completed within 45 calendar days after the filing or signing of the Formal Complaint. Delays may result from lack of witness availability, illness, involvement of law enforcement, the need for translation services or other good cause. The Title IX Coordinator will inform the Complainant and Respondent of any substantial delay and the reason for the delay.

Each party will have an equal opportunity to inspect, review, and respond to any evidence obtained. Prior to finalizing an investigative report, the investigator will send each party all evidence subject to inspection and review, and provide the parties at least ten (10) school days to provide a response to the investigator.

After the investigator drafts an investigatory report with all evidence obtained from the investigation, the report will be provided to the decision maker to send to all parties. The parties will then have ten (10) days to respond, including written relevant questions that each party wants asked of a party or witness.

3. Determination of Responsibility

Title IX does not require in-person hearings in elementary and secondary school District. It is the general policy of the District not to offer in-person hearings. The decision-maker, who will typically be a building administrator such as the Assistant Superintendent/Principal or Assistant Principal and cannot be the investigator or Title IX coordinator, shall retain the right to conduct an in-person hearing if they believe it is necessary to their decision. Regardless of the form of the hearing, the decision-maker will allow the Complainant and the Respondent to submit relevant, written questions they want asked of the other party or other witnesses, provide each party with the answers to such question and provide for limited follow-up questions. Questions about a Complainant's prior sexual behavior or sexual predisposition are only allowed to establish that another person committed the alleged conduct or that the conduct was consensual.

After the hearing process is complete, the decision-maker will issue a final written determination of responsibility within twenty (20) school days of receipt of the report from the investigator, using the preponderance of the evidence standard, that:

- (a) Identifies the allegations covered by this Policy and Procedures;
- (b) Describes the District's procedural steps taken from the receipt of the Formal Complaint to the determination;
- (c) Includes findings of fact supporting the determination;
- (d) Includes conclusions regarding application of the code of conduct to the facts;
- (e) Includes a statement of, and a rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the District's Educational Program or Activity will be provided to the Complainant; and
- (f) Includes procedures and permissible bases for appeals.

The decision-maker shall provide the written determination to the Complainant and Respondent.

4. Appeals

Either party may appeal a determination of responsibility to the Superintendent, or their designee, or the District's dismissal of a Formal Complaint, in whole or in part, within ten (10) school days for the following reasons: (1) a procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and could affect the outcome; or (3) a conflict of interest on the part of the Title IX coordinator, investigator, or decision-maker that affected the outcome.

When an appeal is filed, the District shall ensure the individual deciding the appeal is not a Title IX Coordinator, the investigator, or the decision-maker who reached the determination regarding responsibility.

Upon receipt of an appeal, the District will provide written notice to both parties and provide both parties an equal opportunity to submit a written statement in support of, or challenging, the basis(es) for the appeal. The parties shall have ten (10) school days from the date of receipt of the notice of the appeal to submit written statements. The Superintendent, or their designee, will issue a written decision to both parties, simultaneously, regarding their decision on the appeal usually within ten (10) school days of receipt of the non-appealing party's written statement, or the date the statement would have been due.

5. Potential Actions

Violation of this Policy and Procedures by the Respondent may result in corrective action including, but not limited to, loss of privileges to participate in extra-curricular activities or athletics, require participation in Sexual Harassment awareness training or restorative justice efforts, a letter home to parents, social probation, detention, in-school suspension, outside suspension, expulsion and/or referral to the local police department for consideration of criminal charges. This provision shall not preclude the District from referring allegations to the local police department prior to the determination of a violation.

Please note that while this policy sets forth goals of promoting an environment that is free of Sexual Harassment, the Policy and Procedures is not designed or intended to limit the District's authority to discipline for conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of Sexual Harassment.

6. Dismissal

A Formal Complaint will be dismissed, without investigation, if the allegation(s), even if proven, would not constitute Sexual Harassment as defined above, or if the allegations did not occur in the District's Educational Program or Activity, or did not occur against a person in the United States. This does not preclude taking action under other policies or rules.

The Formal Complaint may be dismissed if the Complainant notifies the Title IX Coordinator at any time that they wish to withdraw the Formal Complaint or an allegation, if the Respondent's enrollment or employment ends, or if specific circumstances prevent the District from gathering evidence sufficient to reach a determination.

If the Title IX Coordinator dismisses a Formal Complaint, written notice will be promptly provided to both parties simultaneously, including the reasons for dismissal.

7. Consolidation

The Title IX Coordinator may consolidate Formal Complaints against more than one Respondent, by more than one Complainant against one or more Respondents, or by one party against another party, where the allegations arise out of the same facts or circumstances.

D. Informal Resolution

When a Formal Complaint has been made, the District may offer to facilitate an informal process to resolve the Formal Complaint that does not require a full investigation, but will first provide all parties with written notice as described above and obtain written, voluntary consent from all parties.

Informal resolution is **not** available when the Respondent is an employee.

E. Confidentiality

The District will keep confidential the identity of the Complainant, the Respondent and other witnesses except as detailed above, permitted by Title IX or to carry out the purpose of the Title IX and its regulations.

F. Retaliation

Retaliation by the District or any other person against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations is prohibited. Complaints of retaliation may be addressed under this Policy and Procedures.

G. Recordkeeping

The District will keep records related to reports of alleged Sexual Harassment for a minimum of seven (7) years, including investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, including Supportive Measures, regardless of a Formal Complaint ever being filed. If no Supportive Measures were provided, each report should explain why that choice was not deliberately indifferent.

The District will also maintain, for the required 7-year period, any materials used to train Title IX coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Such training materials will also be posted on the District's website.

H. External Complaints

Any student or parent/guardian who chooses not to use the District's Process or who is not satisfied with the resolution of District's Process may file a complaint with the appropriate state or federal agency.

Any person may also file a complaint with an appropriate state or federal agency at the same time they file a Formal Complaint, after the completion of the process, or at any time they choose. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the alleged Sexual Harassment.

Complaints may be filed with:

Office for Civil Rights, US Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111
Fax: 617-289-0150
TTY: 877-521-2172
Email: OCR.Boston@ed.gov

OR

Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Telephone: 617-994-6000
TTY: 617-994-6196
Email: mcad@mass.gov

436 Dwight Street, Rm 220
Springfield, MA 01103
Telephone: 413-739-2145
TTY: 617-994-6196
Email: mcad@mass.gov

18 Chestnut Street, Room 520
Worcester, MA 01608
Telephone: 508-453-9630
TTY: 617-994-6196
Email: mcad@mass.gov

I. Notice Requirements

A copy of this Title IX Policy and Procedures will be provided to students, parents or legal guardians, and unions or professional organizations holding agreements with the District.

LEGAL REF.:	Title IX of the Education Amendments of 1972
CROSS REF.:	ACAB, Sexual Harassment Prevention Policy ACA, Non-Discrimination on the Basis of Sex

Adopted: June 25, 2020
Revised: 2/27/25, 5/ /25

Monomoy Regional School District
Nondiscrimination on the basis of disability

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of

the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA.

The ~~school system~~ **District** receives federal financial assistance and must comply with the above requirements.

Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in the school community.

Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

Legal references:

Rehabilitation Act of 1973, Section 504

Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

Cross references:

IGB, Support Services Programs

IGBA, Programs for Handicapped Students

Adopted: March 27, 2013

Revised:

Monomoy Regional School District
Equal Employment Opportunity/Affirmative Action Plan
DRAFT

The Monomoy Regional School District believes that it is educationally valuable to provide students with an opportunity to relate to staff members of diverse backgrounds. Accordingly, the following plan is hereby adopted:

1. ~~The District will provide equal employment opportunities through a positive and effective affirmative action program. These opportunities will be granted to a candidate by the school department regardless of the candidate's race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, national origin, color, religion, gender, sexual orientation, gender identity, age, marital or parental status, and disabilities, provided the disability does not preclude performance of bona fide requirements of the position with or without reasonable accommodations. Decisions for employment will be based on the qualifications of an applicant to perform a specific assignment.~~
2. ~~The School Committee desires the school affirmative action plan to be active, and for it to comply in good faith with all relevant laws and regulations.~~
3. ~~The Superintendent will appoint an employee to serve as affirmative action officer in charge of compliance for the program and in charge of compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.~~
4. ~~The affirmative action officer, working cooperatively with and under the direction of the superintendent of schools, is responsible for executing the affirmative action program.~~

The Affirmative Action Program

1. ~~Staffing: The District will strive to achieve a diverse staff representing and reflecting the diversity of the community. In order to accomplish this, the affirmative action officer will work with personnel responsible for making or recommending staff appointments in order to achieve that goal. Steps that will be taken may include but are not limited to:~~
 - i. ~~Advertise in publications likely to be read by minorities.~~
 - ii. ~~Advertise in placement offices of educational institutions attended by minorities.~~
 - iii. ~~The employment application form will include a means by which a minority candidate may identify himself or herself as such.~~
 - iv. ~~Qualified and identified minority candidates for employment, promotion, or transfer will be interviewed.~~

The School District is committed to providing equal employment opportunity and will not discriminate against any individual on the basis of race¹, color, religious creed, national origin, sex, ancestry, sexual orientation, as defined by law, or on the basis of age, as defined by law, disability, gender identity, genetic information, veteran's status, military service, application for military service, or any other legally protected category applicable to the District. In addition, any discrimination on the basis of pregnancy or a condition related to an employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child will not be accepted or tolerated.

This equal employment opportunity commitment applies to all employment practices, including, but not limited to: pre-employment inquiries, hiring, job assignments, promotions, transfers, training programs, compensation, benefits, and termination of employment.

¹ Race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles

SOURCE: MASC - Updated 2022

LEGAL REF.: M.G.L. 151B:4;

603 CMR 26:00

Acts of 2022, Chapter 117 - <https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Nondiscrimination

Adopted: March 27, 2013

Revised: 5/25/23,

MONOMOY REGIONAL SCHOOL DISTRICT

School Committee Financial Responsibilities

June 2025

- Budget responsibilities
- In Year Financial Monitoring
- Expenditure approval
- Capital & Debt approval
- Policies and Contracts
- Student activities

Budget Responsibilities

- Budget process runs from around October through to May, when the town meetings approve the budget.
- The School Committee will have the opportunity to approve the calendar, preliminary trends and estimates, and eventually adopt the budget and assessments.
- School Committee will approve the budget, at the major account level.
- Engage stakeholders in budget process and approval.

Votes

Action	Required Vote	Key Citation
Public hearing on budget	Majority vote	MGL Ch. 71 § 38N
Annual budget adoption	Two-thirds vote	MGL Ch. 71; 603 CMR 41
Budget amendments	Two-thirds vote + local approval	603 CMR 41:05
Draft Budget Approval	Sub-Committee & full Committee majority votes	Regional Agreement

Budget Responsibilities

- *Does the budget meet the strategic priorities of the district?*
- *What financial risks is the district facing and does the budget reflect these?*
- *How is enrollment and student needs impacting the budget?*
- *What will be the impact of the assessments on each town's finances?*
- *What else should we do to engage stakeholders?*

Vote

Action	Required Vote	Key Citation
Public hearing on budget	Majority vote	MGL Ch. 71 § 38N
Annual budget adoption	Two-thirds vote	MGL Ch. 71; 603 CMR 41
Budget amendments	Two-thirds vote + local approval	603 CMR 41:05
Draft Budget Approval	Sub-Committee & full Committee majority votes	Regional Agreement

In Year Financial Monitoring

- The School Committee will receive quarterly financial reports, including expenditure and revenue to date, forecast, developing trends, and areas of concern.
- Budget transfers may also be requested where there is a risk of expenditure exceeding budget in a major account.
- Quarterly reports also provide updates on student activity expenditure and district investments.
- The fourth quarter report, 'end of year', will present the final position of the district's budget.

Action	Required Vote	Key Citation
Line-item budget transfers	Majority vote	MGL Ch. 71 § 34;

In Year Financial Monitoring

- *Is the district on track with the current budget? What are the major variances and why?*
- *Is the district completing the projects that were planned in the budget?*
- *Is revenue on track with expectations? Any significant changes from previous years?*

Action	Required Vote	Key Citation
Line-item budget transfers	Majority vote	MGL Ch. 71 § 34; 603 CMR 41.00:

Expenditure approval

- The School Committee approves all payments, for goods, services and payroll, before checks are issued.
- The district's business office, creates warrants. Warrants contain 'vouchers' with listings and back up for all planned payments.
- The district has designated one member to approve payroll.
- School Committee is also asked to approve surplus of items over \$1,000.

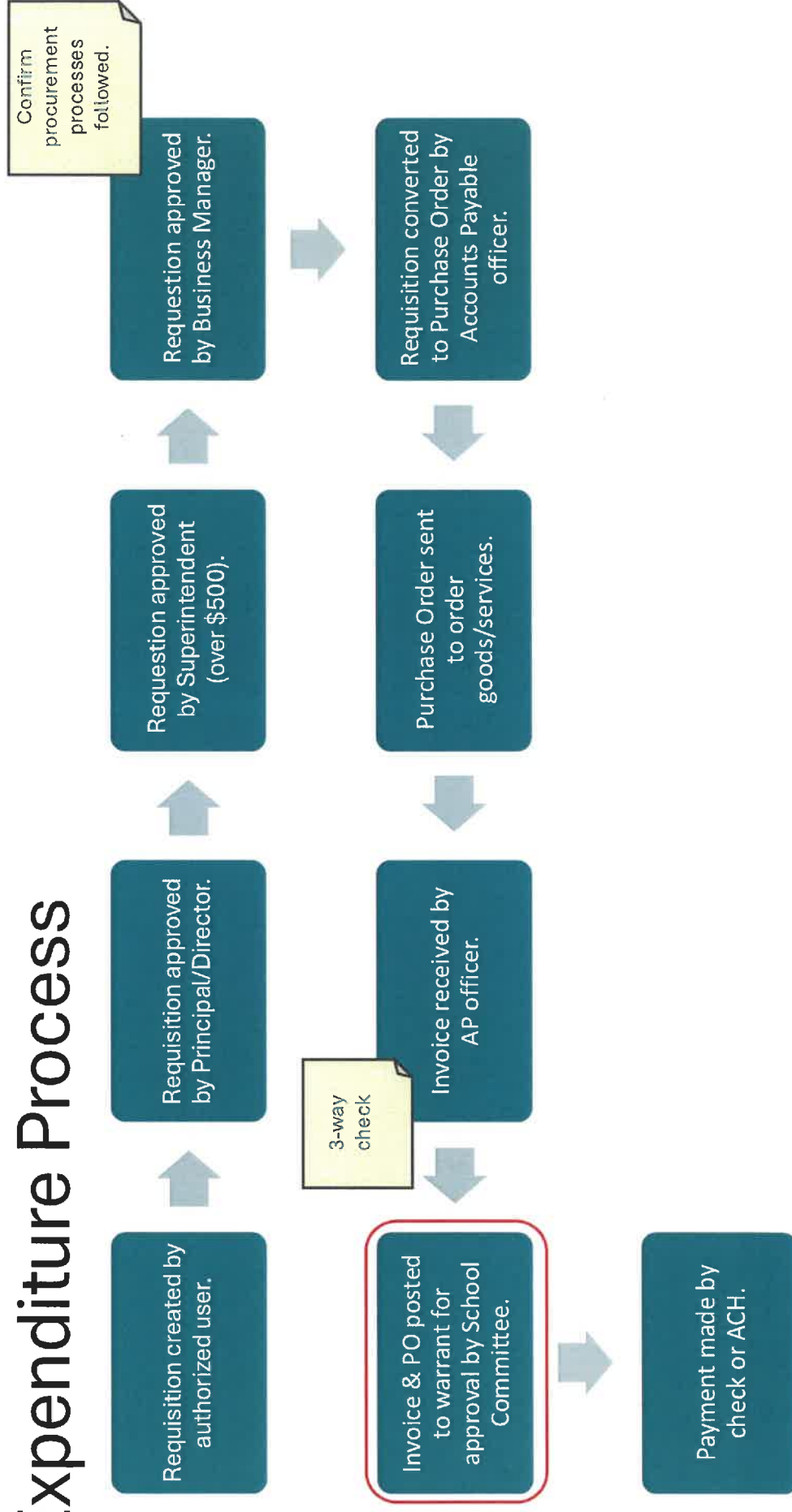
Action	Required Vote	Key Citation
Warrant/payroll approval	Committee vote	MGL Ch. 41 § 41; MGL Ch. 71 § 16A
Grant/gifts/revolving fund prepayments	Committee vote (as needed)	DOE guidance/MGL Ch. 71 § 37A
Signing authority for warrants	Committee vote	MGL Ch. 71 § 16A
Disposal of Surplus Supplies	Committee vote	MGL Ch. 30B § 15

Expenditure approval

- *Has the district followed the correct procurement procedures for large purchases?*
- *Any significant unexpected expenditure?*

Action	Required Vote	Key Citation
Warrant/payroll approval	Committee vote	MGL Ch. 41 § 41;
Grant/gifts/revolving fund prepayments	Committee vote (as needed)	DOE guidance/MGL Ch. 71 § 37A
Signing authority for warrants	Committee vote	MGL Ch. 71 § 16A
Disposal of Surplus Supplies	Committee vote	MGL Ch. 30B § 15

Expenditure Process



Capital and Debt Approval

- As part of the budget process the district, the School Committee will receive, for approval, a copy of the district's proposed 5-10 year capital plan, including those items proposed for the upcoming budget year.
- The School Committee will also be required to approve issuing of debt, before it is submitted to the towns for approval.

Votes

Action	Required Vote	Key Citation
Capital projects / building committees	Majority Vote	MGL Ch. 41 § 16A
Debt Approval (including issuance & refinancing).	Majority Vote / 2/3rds Vote	MGL Ch. 71 § 16

Capital and Debt Approval

- *Is the district prioritizing the right projects? What rationale is being used?*
- *What impact will these projects have on the budget in the coming 1-3 years?*
- *Are there alternative funding sources?*

Votes

Action	Required Vote	Key Citation
Capital projects / building committees	Majority Vote	MGL Ch. 41 § 16A
Debt Approval (including issuance & refinancing).	Majority Vote / 2/3rds Vote	MGL Ch. 71 § 16

Policies and Contracts

- The School Committee is responsible for signing collective bargaining agreements.
- Any goods or services contracts over 3 years in duration require School Committee approval.
- Many of the District's policies, which are under the auspices of the School Committee, are finance related.

Votes

Action	Required Vote	Key Citation
Collective bargaining agreements	Majority vote	MGL Ch. 150E
Contracts over three years	Majority Vote	MGL Ch. 30B § 12(b)
Appoint Business Manager & Superintendent	Majority Vote	MGL c. 71 § 41
Approve policies	Majority Vote	MGL Ch. 71 § 37

Policies and Contracts

- *Are the existing policies sufficient to meet the needs and expectations of the School Committee?*
- *Is the District mitigating its exposure to risk in long term contracts?*
- *Are the employment contracts fit for purpose? Do they efficiently and effectively support recruitment, retention and the aims of the District?*

Votes

Action	Required Vote	Key Citation
Collective bargaining agreements	Majority vote	MGL Ch. 150E
Contracts over three years	Majority Vote	MGL Ch. 30B § 12(b)
Appoint Business Manager & Superintendent	Majority Vote	MGL c. 71 § 41
Approve policies	Majority Vote	MGL Ch. 71 § 37

Student Activities

- Student activity accounts are specific accounts set up by school districts to manage funds raised by students for extra-curricular activities.
- The funds in these account belong to the students so they are not subject to the same laws as district funds.
- Nevertheless, there are specific laws in place to protect student activity funds from fraud or misuse. Funds may not be used for staff gifts, personal items, or general school operations. Audited every three years.
- The School Committee is required to approve the creation and closure of accounts, transfers between activities, and donations from activities.

Votes

Action	Required Vote	Key Citation
Approve establishment of student activity accounts	Majority vote	MGL c. 71 § 47
Donation approval	Majority Vote	DESE guidance

Student Activities

- *Are new activities and donations an appropriate use of student funds?*
- *Are processes in place to ensure the effective and secure management of student funds?*

Votes

Action	Required Vote	Key Citation
Approve establishment of student activity accounts	Majority vote	MGL c. 71 § 47
Donation approval	Majority Vote	DESE guidance

Monomoy Regional School District

Scott Carpenter, Ed.D.
Superintendent

Michael MacMillan
Business Manager

Melissa Maguire
Director of Student Services



Robin A. Millen, Ed.D.
*Assistant Superintendent of
Curriculum, Instruction and Assessment*

Paul G. Donlan
Treasurer

To: Monomoy Regional School Committee
From: Michael MacMillan
Date: 05/04/2025
Re: Chief Procurement Officer Appointment

MOTION

To appoint the School Business Manager, as the Chief Procurement Officer for Monomoy Regional School District in accordance with Massachusetts General Law, Chapter 30B.

BACKGROUND

Pursuant to M.G.L. c. 30B § 2, Regional School Committees may appoint a Chief Procurement Officer (CPO).

The CPO is responsible for all activities related to buying, leasing, renting or otherwise acquiring supplies or services for all departments regardless of the contract value. This responsibility includes overseeing solicitations; evaluating quotes, bids and proposals; and awarding contracts. The CPO ensures that the local jurisdiction's contracting practices are carried out in accordance with state law and local requirements. There are also certain procurement processes that only a CPO can carry out, including issuing of Requests for Proposals.

At Monomoy RSD, the Business Manager is already fulfilling the role of the CPO and is required to hold a Massachusetts Certified Public Purchasing Official (MCPPO) Designation. Approving this appointment will formalize the procurement process and align with the requirements of Chapter 30B. Future holders of this position will automatically take on the Chief Procurement Officer appointment.

Michael MacMillan
School Business Manager



**Monomoy Regional School Committee
2025-2026**

Subcommittee, Representative and Liaison Assignments

Subcommittees Small group of the school committee (less than a quorum) tasked with bringing recommendations for committee action (* Chair)	Representatives A school committee member who is a member of a larger committee requiring school committee representation (i.e. Cape Cod Collaborative; Wellness Committee; etc.)	Liaisons A school committee member who is responsible for being the communication link between the MRSC and another group or committee
<u>Superintendent Evaluation</u> 1. 2. 3. 4.	<u>Westgate Foundation</u> 1.	<u>Special Education PAC</u> 1.
<u>Finance</u> 1. 2. 3. 4.	<u>Sick Bank</u> 1.	<u>Select Board & Finance Committees</u> (2) Chatham: 1. 2. (2) Harwich: 1. 2.
<u>Negotiations</u> 1. 2. 3. 4.	<u>Cape Cod Collaborative</u> 1.	<u>Regional Agreement Working Group</u> 1. 2. 3. 4.
<u>Warrant and Payroll</u> 1. 2.	<u>District Wellness Committee</u> 1.	<u>Legislation</u> 1.
<u>Policy Subcommittee</u> 1. 2. 3. 4.	<u>Warrant and Payroll</u> 1. 2.	<u>Strategic Plan Steering Subcommittee</u> 1. 2.



Monomoy Regional School Committee 2025-2026 Meeting Schedule

Date	Time	Anticipated Topics
July 10, 2025	6:30 PM	
July 24, 2025	5:00 PM	MRSC Workshop
August 14, 2025	6:30 PM	
September 11, 2025	6:30 PM	School Committee & Superintendent Goals
September 25, 2025	6:30 PM	Schedule of FY26 Budget Dates 24-25 SC & Superintendent Goals Vote
October 9, 2025	6:30 PM	Preliminary FY26 Budget Discussions
October 23, 2025	6:30 PM	
November 6, 2025	6:30 PM	
November 13, 2025	6:30 PM	FY26 Budget Workshop
November 20, 2025	6:30 PM	
December 11, 2025	6:30 PM	Draft FY26 Budget Presentation
January 15, 2026	6:30 PM	FY26 Budget Discussion
January 29, 2026	6:30 PM	Academic Excellence Award /FY26 Budget Discussion
February 12, 2026	7:00 PM	Public Hearing FY26 Budget
February 26, 2026	6:30 PM	2025 - 2026 School Calendar
March 12, 2026	6:30 PM	FY26 Budget Vote
March 26, 2026	6:30 PM	School Choice Vote
April 9, 2026	6:30 PM	Curriculum Updates
May 7, 2026	6:30 PM	Superintendent Evaluation Vote
May 21, 2026	6:30 PM	Elect New Chair / Vice Chair
June 11, 2026	6:30 PM	School Handbook & Improvement Plan
June 25, 2026	6:30 PM	School Handbook & Improvement Plan

Monomoy Regional School District

Dr. Scott Carpenter

Superintendent

Dr. Robin Millen

Director of Curriculum, Instruction and Assessment

Melissa Maguire

Director of Student Services



Michael MacMillan

Business Manager

Paul G. Donlan

Treasurer

To: MONOMOY REGIONAL SCHOOL COMMITTEE
From: Michael MacMillan
Date: June 12, 2025
Re: Student Activity Account: The Culture Committee of Monomoy Regional High School

MOTION

To approve the donation of \$58.08 from the Monomoy Regional High School Student Cultural Committee to SupplyBank.org.

BACKGROUND

Massachusetts General Law allows school districts to receive, deposit and expend funds on behalf of students in connection with student activities (MGL c.71 § 47) . The district has bank accounts set up for this purpose and a number of recognized activities.

The Massachusetts Department of Elementary and Secondary Education recommends that School Committee approval is required for charitable donations from student activity accounts.

Members of the Culture Committee placed red cups in classrooms to collect donations to help buy supplies to schools hit hard by the fires in California.

Michael MacMillan

School Business Manager

Jennifer Police
Principal
jpolice@monomoy.edu

David Alexander
Assistant Principal
dalexander@monomoy.edu

Annmarie Rita
Assistant Principal
arita@monomoy.edu



MONOMOY REGIONAL HIGH SCHOOL

75 Oak Street
Harwich, MA 02645
Phone 508-430-7200
Fax 508-430-7223

Karen Guillemette
Director of Athletics
kguillemette@monomoy.edu

Lindsay Ginnetty
Director of Guidance
lginnetty@monomoy.edu

Jacqueline Corrigan
Special Education Team Chair
jcorrigan@monomoy.edu

May 19, 2025

SupplyBank.org
7730 Pardee Ln
Oakland, CA 94621

Dear SupplyBank.org,

The Culture Committee of MRHS raised money to help the school affected by the California fires. The fundraiser ran from February to April. Red cups were placed in classrooms to collect donations.

We would like to donate the \$58.08 raised to Supplybank.org, an organization that helps by giving supplies to schools hit hard by the fires.

Thank you,

Mimi van der Burg
MRHS
75 Oak Street
Harwich, MA 02645

Monomoy Regional School District

Dr. Scott Carpenter
Superintendent

Dr. Robin Millen
Director of Curriculum, Instruction and Assessment

Melissa Maguire
Director of Student Services



Michael MacMillan
Business Manager

Paul G. Donlan
Treasurer

To: MONOMOY REGIONAL SCHOOL COMMITTEE
From: Michael MacMillan
Date: June 12, 2025
Re: Student Activity Account: The Monomoy Regional High School Hope Squad

MOTION

To approve the donation of \$700.00 from the Monomoy Regional High School Hope Squad to Sharing Kindness

BACKGROUND

Massachusetts General Law allows school districts to receive, deposit and expend funds on behalf of students in connection with student activities (MGL c.71 § 47) . The district has bank accounts set up for this purpose and a number of recognized activities.

The Massachusetts Department of Elementary and Secondary Education recommends that School Committee approval is required for charitable donations from student activity accounts.

The Hope Squad sponsored a pickleball tournament to raise the funds to donate to Sharing Kindness.

Michael MacMillan
School Business Manager

Jennifer Police
Principal
jpolice@monomoy.edu

David Alexander
Assistant Principal
dalexander@monomoy.edu

Annmari Rita
Assistant Principal
arita@monomoy.edu



MONOMOY REGIONAL HIGH SCHOOL

75 Oak Street
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kguillemette@monomoy.edu

Lindsay Ginnetty
Director of Guidance
lginnetty@monomoy.edu

Jacqueline Corrigan
Special Education Team Chair
jcorrigan@monomoy.edu

May 12, 2025

Sharing Kindness
940 MA-28,
Harwich, MA 02645

To Sharing Kindness,

On behalf of the Monomoy Regional High School Hope Squad, I am pleased to offer a donation of \$700 to Sharing Kindness. This contribution reflects our unwavering support for the incredible work your organization does to spread kindness, support mental health initiatives, and foster positive change in our community. We deeply appreciate the impactful work you do for our Hope Squad and the Cape Cod community.

Thank you for your dedication to suicide prevention. We look forward to the Suicide Awareness Walk and all future all-Cape Hope Squad events!

Warm regards,

Monomoy Regional High School Hope Squad

Monomoy Regional School District

Dr. Scott Carpenter
Superintendent

Dr. Robin Millen
Director of Curriculum, Instruction and Assessment

Melissa Maguire
Director of Student Services



Michael MacMillan
Business Manager

Paul G. Donlan
Treasurer

To: MONOMOY REGIONAL SCHOOL COMMITTEE
From: Michael MacMillan
Date: June 12, 2025
Re: Student Activity Account: MRHS Student Council Donation

MOTION

To approve the donation of \$280 from the Monomoy Regional High School Student Council Account to the Chatham Fire/Rescue Department.

BACKGROUND

Massachusetts General Law allows school districts to receive, deposit and expend funds on behalf of students in connection with student activities (MGL c.71 § 47) . The district has bank accounts set up for this purpose and a number of recognized activities.

The Massachusetts Department of Elementary and Secondary Education recommends that School Committee approval is required for charitable donations from student activity accounts.

Members of the MRHS Student Council sold candy bars during lunch periods throughout the months of March and April.

Michael MacMillan
School Business Manager

Jennifer Police
Principal
jpolice@monomoy.edu

David Alexander
Assistant Principal
dalexander@monomoy.edu

Annmarie Rita
Assistant Principal
arita@monomoy.edu



MONOMOY REGIONAL HIGH SCHOOL

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kguillemette@monomoy.edu

Lindsay Ginnetty
Director of Guidance
lginnetty@monomoy.edu

Jacqueline Corrigan
Special Education Team Chair
jcorrigan@monomoy.edu

May 8, 2025

April Fools
% Chatham Fire Department
135 Depot Road
Chatham, MA 02633

Dear April Fools Fundraising Organization,

Enclosed please find a check in the amount of \$280 (Two Hundred Eighty Dollars) from the Student Council of Monomoy Regional High School to contribute to the fundraising efforts for the Hubbard family of Chatham.

Members of our Student Council sold candy bars during lunch periods throughout the months of March and April to raise this money.

Thank you so much for all you have done to support the Hubbard family in their time of need.

Mary Hemeon, Advisor
Jillian Dittrich - President
Thomas Chase - Vice President
Abigail Meyer - Secretary/Treasurer
Student Council
MRHS
75 Oak Street
Harwich, MA 02645

Monomoy Regional School District

Dr. Scott Carpenter

Superintendent

Dr. Robin Millen

Director of Curriculum, Instruction and Assessment

Melissa Maguire

Director of Student Services



Michael MacMillan

Business Manager

Paul G. Donlan

Treasurer

To: MONOMOY REGIONAL SCHOOL COMMITTEE
From: Michael MacMillan
Date: June 12, 2025
Re: Approval of a student activity account for Monomoy Regional High School JiuJitsu Club

MOTION

To approve the creation of a student activity account for JiuJitsu Club

BACKGROUND

Massachusetts General Law allows school districts to receive, deposit and expend funds on behalf of students in connection with student activities (MGL c.71 § 47). The district has bank accounts set up for this purpose and a number of recognized activities. Each activity should be approved by the School Committee at the time it is created.

The School Committee is asked to approve the creation of the following activity.

Name:	<u>JiuJitsu Club</u>
School:	<u>Monomoy Regional High School</u>
Advisor(s) Name:	<u>John Herring</u>
Mission/Purpose of Club:	<u>To teach Brazilian jiuJitsu to improve student discipline, help with anxiety and stress, achieve ranks and compete in outside tournaments</u>
Fundraising plans:	<u>Donations, tshirt sales, other fundraising activites</u>
Expenditure plans:	<u>Supplies, additional mats, uniforms, tournament costs</u>

Michael MacMillan

School Business Manager

Request for New Student Activity Account

Today's Date: 5/14/2025

School: MRHS

Name of Club/Activity: Monomoy JiuJitsu Club

Advisor(s) Name: John Herring

Mission/Purpose of Club: To teach brazilian jiuJitsu to improve student discipline, activity to help with anxiety and stress, and be able to achieve ranks as well as compete in outside tournaments.

How you intend to raise funds: Donations, Tshirt sales, other fundraiser activities.

Intended use funds: Supplies i.e. additional mats, uniforms, and tournament costs for students unable to afford the cost.



PRINCIPAL APPROVAL

Monomoy Regional School District

School Committee Member Resignation

If a School Committee member wishes to resign from the Committee prior to the expiration of that individual's term of office, said resignation must be filed with the Town Clerk in the Town he/she represents in written form with a copy to the School Committee.

Once a School Committee member submits a letter of resignation to the Town Clerk of the Town he/she represents, said individual's duties as a Committee member are terminated, unless a specific date has been stated in the notification for that resignation to take effect.

A school committee term of office shall be deemed vacated should an existing member move out of the Town of Chatham or Harwich prior to the expiration of that term.

Established by law

Legal references:

M.G.L. 41:2; 41:109

Adopted: March 27, 2013

Revised:

Monomoy Regional School District

School Committee Member Ethics (Massachusetts Association of School Committees Code of Ethics)

DRAFT

The acceptance of a Code of Ethics implies the understanding of the basic organization of school committees under the Laws of the Commonwealth of Massachusetts. The Oath of Office of a School Committee member binds that individual member to adherence to those State Laws which apply to school committees, which are recognized as agencies of the State.

This Code of Ethics delineates three areas of responsibility for School Committee members, in addition to those implied above. Each School Committee member, by nature of the elected office, is responsible to: the Communities of Chatham and Harwich; the School Administration; and fellow Committee members.

In regard to the Communities of Chatham and Harwich, each School Committee member should:

- realize the School Committee's primary responsibility is to the children who attend Monomoy Regional School District;
- recognize the basic function of the School Committee is as a policy making body;
- remember to abide by and carry out all Committee decisions once they are made;
- be well informed regarding the duties of a Committee Member on both a local and State level;
- remember to represent the entire community at all times; and
- accept the office of a Committee member as a means of unselfish service without intent to "play politics," or to benefit personally from Committee activities.

In individual interactions with the school district's administration, each School Committee member should:

- give the Superintendent of Schools full responsibility to carry out the professional duties of the position, and hold the Superintendent responsible for acceptable results;
- endeavor to establish sound, clearly defined policies which will direct and support the Administration;
- recognize and support the administrative chain of command; and refer all complaints to the proper administrative staff for solution,
- with the School Committee acting as the source of last appeal in the process, if necessary.

In regard to a good working relationship with fellow School Committee members, each member should:

- recognize that action at official meetings is binding and that the member alone cannot bind the Committee outside of such meetings;

- realize that one should not make statements or promises of action on how one will vote on matters that will come before the Committee;
- uphold the intent of Executive Session and respect the privileged communications that exist in Executive Session;
- not withhold pertinent information on school matters or personnel problems, either from members of the School Committee or from members of committees who may be seeking help or information on school issues; and
- make decisions only after all of the facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, - Reviewed 2022

Monomoy Regional School District
Committee Member Conflicts of Interest
DRAFT

School Committee members are municipal employees covered by the conflict of interest law (Chapter 268A of the General Laws). All municipal employees, whether elected or appointed, full or part-time, paid or unpaid, must abide by the restrictions of the conflict of interest law.

A Committee member shall not have any direct or indirect financial interest in a contract with the school system, nor shall he/she/they furnish directly any labor, equipment, or supplies to the system. All elected and appointed School Committee members are subject to Massachusetts Conflict of Interest Law, Chapter 268 A of the Mass. General Laws. Each Committee member will complete the following:

1. annually review and provide written acknowledgment of a summary of the Commonwealth's Conflict of Interest Law; or within 30 days of becoming a member of the board and on an annual basis thereafter..
2. the online ethics training provided by the State Ethics Commission, and submit a copy of the certificate of completion to their respective Town Clerk within 30 days of becoming a member of the board and every two years thereafter

In the event a Committee member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the school system, the Committee member shall declare his/her/their secondary interest and refrain from debating or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the system from contracting with corporations or businesses because a Committee member is an employee of the firm. The policy is designed to prevent placing a Committee member in a position where his/her/their interest in the public schools and his/her/their interest in his/her place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

No member of the Monomoy Regional School Committee shall, while in office, be eligible for employment in the public schools in Chatham or Harwich

Legal references:

[M.G.L. 268A](#)

Adopted: March 27, 2013

Revised:

Monomoy Regional School District
School Committee-Superintendent Relationship
DRAFT

The Committee will leave to the Superintendent all matters of decision and administration that come within his/her/their scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent will have the privilege of seeking guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Adopted: March 27, 2013

Revised:

Reviewed

Monomoy Regional School District

Subcommittees of the School Committee

DRAFT

The Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. All subcommittees of the Committee are subject to the provisions of the Open Meeting Law.

Legal references:

M.G.L. 30A:18-25

SOURCE: MASC - Reviewed 2022

Cross references:

BEC, Executive Sessions

Adopted: March 27, 2013

Revised:

Monomoy Regional School District

School Attorney

DRAFT

The complexity of school department operations often requires specialized legal services; the Committee will retain an attorney(s) and/or law firm(s) to provide additional legal services.

It will be the duty of the counsel(s) for the Committee to advise the Committee and the Superintendent or designee on the specific legal problems submitted to him/her/them. He/she/they will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the School Committee and/or school system will be made by the Committee. The Superintendent or designee may also take such action at the direction of the Committee. An exemption will be made for ongoing litigation or legal matters that involves the Chair and/or Committee Member(s) who had prior authorization. The Chair or designated Committee member(s) will keep the Committee and/or Chair apprised of legal matters.

The School Committee recognizes that in certain instances, legal matters may arise where a timely response from the Committee is necessary. In such an event, the Chair, acting as the representative of the School Committee, has the authority to seek legal advice prior to notifying the School Committee. At the next regularly scheduled School Committee meeting, or in executive session, the Chair will inform the Committee of the legal issue. If litigation is expected to be ongoing, or if further legal advice is anticipated, the Chair will, after informing the Committee of the matter, request the approval of the School Committee to continue to seek legal advice or assistance for such time as is necessary and will keep the Committee informed of legal developments. This same privilege to take such action will be granted to the Superintendent or to the designee of the Superintendent, who will keep the Chair and/or School Committee informed of ongoing legal matters.

M.G.L. 71:37E; 71:37F

Adopted: March 27, 2013

Revised: 12/10/2020; 7/24/2021

Reviewed

**Monomoy Regional School District
Executive Sessions
DRAFT**

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental affect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.
9. To meet or confer with a mediator with respect to any litigation or public business.

10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier. (In the first case, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

SOURCE: MASC - Updated 2022

Legal References:

M.G.L. 30A:21; 30A:22

Cross References:

BDE, Subcommittees of the School Committee; BE, School Committee Meetings; KEB, Public Complaints about School Personnel.

Adopted May 2013

Revised

Reviewed

Monomoy Regional School District

Notification of School Committee Meetings
DRAFT

As required by law, a minimum of 48 hours' advance notice excluding Saturdays, Sundays, and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the each town clerk at least 48 hours in advance, as required by law.

Resource: MASC - Reviewed 2022

Legal References:

M.G.L. 31A; 18-22

Cross References:

BE, School Committee Meetings

Adopted: May 2013

Revised:

Reviewed