



# SSEC Title IX Policy

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Training  
2021-2022



# SSEC

No person shall be excluded from or discriminated against in admission to the Collaborative, or in obtaining the advantages, privileges, and courses of study of the Collaborative on account of sex, gender identity or expression or sexual orientation. Additionally, the Collaborative does not tolerate harassment based upon sex, gender identity or sexual orientation.

# Title IX Coordinator

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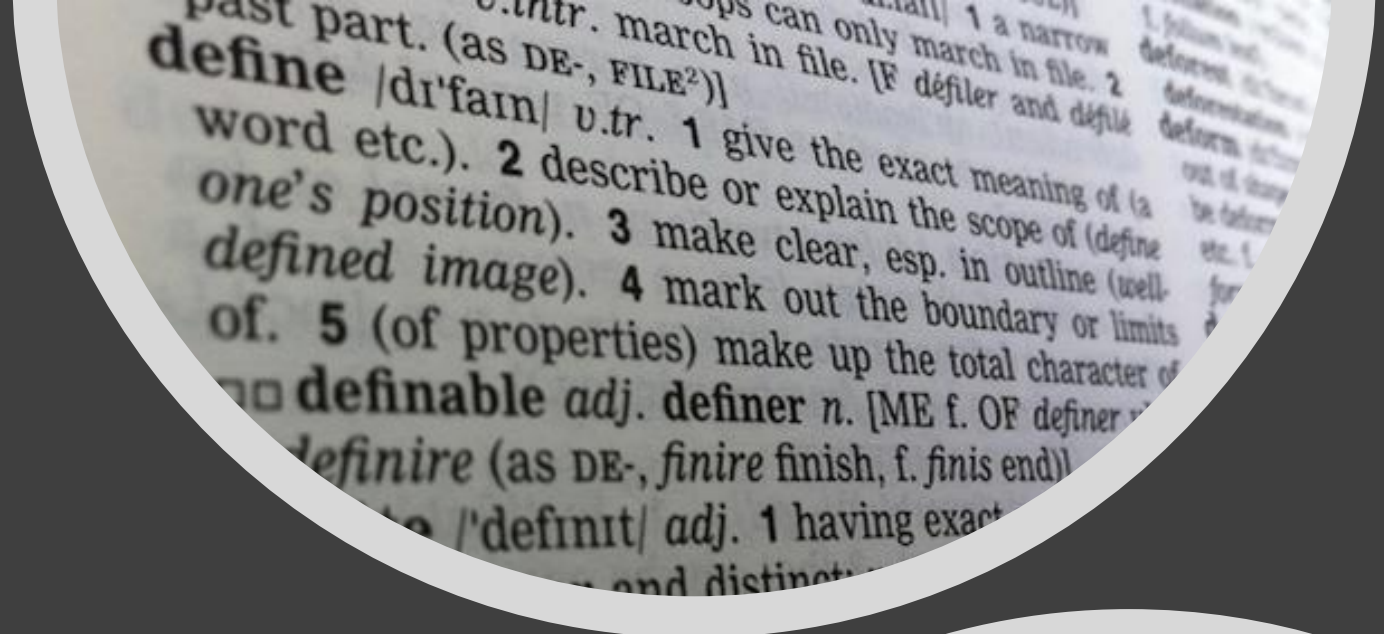
- Dr. Patricia Mason:
- 781-749-7518 extension 1619
- [pmason@ssec.org](mailto:pmason@ssec.org)
- 75 Abington Street, Hingham,  
MA 02043



# 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

In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity ("hostile environment harassment"); or
- "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)

# Definitions

- “Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment
- “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.



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# Student Training

- Students need to understand the Title IX policy in accessible language.
- Teams should meet following this training to determine the best way to convey this information.
- A formal training or “lesson” must be completed yearly and documented through signatures and copies of materials used.
- These materials will be uploaded to our website for compliance purposes. Student signatures will not for confidentiality purposes.
- This site has some examples of student lessons by grade:  
<https://www.cms.k12.nc.us/families/Pages/Parents.aspx>

# Actual Knowledge

- Must respond to complaints when have actual knowledge
- Students cannot confide information.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to any employee of the Collaborative, except that this standard is not met when the only official of the Collaborative with actual knowledge is the respondent (where the respondent is an employee). Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Complaints will be addressed whenever the Collaborative has actual knowledge of the allegation.

# Constraints

- Title IX only applies to locations, events, and/ or circumstances in which the Collaborative exercises substantial control.
  - No longer have to investigate or address off-campus conduct over which the school does not exercise substantial control.
  - It must have occurred in the Collaborative program.
- It does not apply to events that were alleged to have occurred outside the United States.
- 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, a complainant must be participating or attempting to participate in a program or activity of the Collaborative.

# Upon receipt of actual knowledge

- Employees notify Title IX Coordinator or people file report directly with Title IX officer using the Google Form ([https://docs.google.com/forms/d/1NBAPUI-3siolHFTrQIf\\_hwxL07r2aSEKArdGaTXyMs/edit](https://docs.google.com/forms/d/1NBAPUI-3siolHFTrQIf_hwxL07r2aSEKArdGaTXyMs/edit)) or written documentation.
- The Title IX Coordinator must then contact the complainant upon receiving the complaint within 2 school days 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.



# Offer of Supportive Measures

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- Complainant and respondents must be offered supportive measures even if they do not file a formal complaint.
- “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 Collaborative 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.

# Common Supportive Measures

- Minimize interactions when possible between alleged victim and alleged perpetrator.
- If both parties are in the same classroom, both parties must agree to any alteration in work assignment, schedule or activities unless the Title IX Coordinator deems the situation so significant that some measures may need to be taken. This tends to involve any type of police involvement or criminal complaint that has occurred in conjunction with the SSEC report.

# Referral to Hingham Police

In some instances, the reported behavior could also be part of a criminal complaint (if the alleged victim decides to move forward with this, a parallel police investigation may occur).

Depending on the severity of the reported behavior, SSEC reserves the right to notify the Hingham Police of potential criminal behavior even if the alleged victim chooses not to press charges.

# Supportive Measures Documentation

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All supportive measures will be documented by the Title IX Coordinator.

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Supportive measures are available to anyone involved in the matter (alleged victim(s), alleged perpetrator(s), witnesses).

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Measures can be updated as appropriate or requested.

# Formal Complaint

- Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the Collaborative investigate the allegation of sexual harassment.
- 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 Collaborative to conclude it must 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.

# Sanctions: Example Considerations

- Type and degree of alleged offense.
- Past disciplinary history.
- Past history of formal complaints (as appropriate)
- Overall history at SSEC
- Extenuating circumstance

# Possible Actions

- Not all investigations lead to disciplinary actions. This is very individualized.
- The full range of discipline is possible such as;
  - Letter in file
  - Suspension
  - Termination
- It is important to remember that each situation is unique and not all situations find for the alleged victim.



# Dismissal of the Formal Complaint

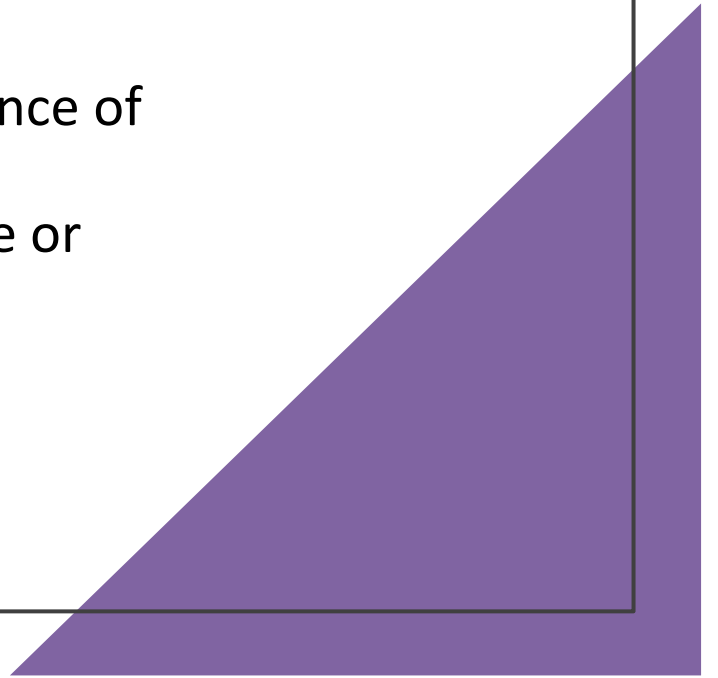
May dismiss complaint if:

- Would not constitute sexual harassment as defined even if proved
- Did not occur in the Collaborative's education program or activity
- Did not occur against a person in the United States

The Collaborative must send written notice of any dismissal.

# Timeframe

- Must be prompt – generally within sixty days, but can be extended for good cause
  - Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.



# Verbal/Written Notice

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- Before any investigation can begin, the Collaborative 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,
  - 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 Collaborative'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

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- Only after a formal complaint and written notice has been issued.
- Title IX Coordinator can consider offering mediation.
- 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.
- Mediator should not prejudge outcome.

# Informal Resolution

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- Mediation can be shuttle mediation or both parties in the room together, depending on the age, maturity, relationship of the parties.
- Set norms for the mediation.
- Provide both sides an opportunity to be heard and hear the other side.
- Mediator can always stop mediation.

# Informal Resolution

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- Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties or have a conflict of interest.
  - A conflict of interest would typically be a personal financial interest or personal interest that would prevent someone from being impartial.
- Informal resolution is entirely voluntary.
- 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.

# Investigation

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- The Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. At SSEC the investigator can be;
  - Coordinator
  - Program Director/Coordinator
- The decision maker is generally the Executive Director.
- 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.



# Investigation

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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.

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Complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings.

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During the investigation, each party must be provided an equal opportunity to present both fact and expert witnesses.



## Investigation

- The Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person.
- 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.

# Conducting the Investigation

Ask	Ask open-ended questions, such as who, what, where, when and why <ul style="list-style-type: none"><li>• Do not ask leading questions</li></ul>
Create	Create questions beforehand and try to use the same questions for all parties, as possible
Take	Take notes of the individuals' answers and note any behavioral observations, when appropriate
Start	Start with the complainant, then witnesses, and then the respondent

# Conducting the Investigation

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Do not prejudge the facts at issue

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Do not coordinate or collaborate with the decision-maker

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Consider whether the information is relevant

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Information must have a tendency to prove or disprove a fact, and that fact must be of consequence in determining the action.

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For example, if the question is whether someone was sexually harassed by a peer, their grades are irrelevant.

# Conducting the Investigation

- Relevancy
- Remoteness in time or place reduces relevancy. Events taking place at times or locations distant from the event at issue are of little or no relevancy.
- The similarity of a prior event affects relevancy. Prior events involving different people or objects are of little or no relevancy.
- Evidence that a person hid or destroyed evidence, tried to avoid capture, or otherwise behaved as if he or she had a guilty conscience, is usually admissible for the negative inference that the person had something incriminating to hide.
- Evidence of motive is usually relevant.

# Sharing of Evidence

- Prior to completion of the investigative report, the Collaborative will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
  - **It is important to note that this documentation is considered confidential and should not be shared with anyone other than a formal representative (i.e. Union representation, attorney, parent/guardian etc.).**
- Collaborative may not limit students' and employees' ability to discuss (i.e., speak or write about) the allegations under investigation, for example with a parent, friend, or other source of emotional support, or with an advocacy organization.

# Findings

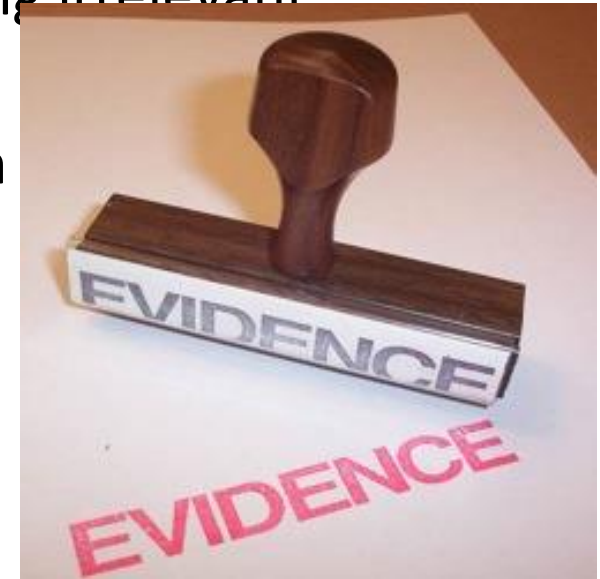
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- Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.
- The investigator must avoid making any final determinations of responsibility for sexual harassment.
- Investigative report will be sent to both the complainant and respondent. It will also be sent to the decision-maker.



# Report

- Report should summarize relevant evidence. Best practice would be to include an explanation of evidence that was excluded based on being irrelevant
- Cannot rely on sex stereotypes in either the investigation



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# Decision-Maker

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The decision-maker must not be biased against any of the parties at the outset of this process.

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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.

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Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

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The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

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The decision-maker must consider what is relevant, using the same criteria of relevancy as discussed during the investigation.

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# Determination

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.

Collaborative must think about how a reasonable person would view the conduct when determining whether the conduct constitutes sexual harassment. In making this determination, Collaborative will consider the age and number of parties involved.

Everything about best practices stated during investigation section applies here, such as not prejudging.

# Written Determination

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- The written determination must be issued to both parties simultaneously and must include:
  - Identification of the allegations potentially constituting sexual harassment;
  - 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;
  - Findings of fact supporting the determination;
  - Conclusions regarding the application of the recipient's code of conduct to the facts;
  - 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
  - The Collaborative's procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

# Recommendations

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- 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 there is a finding that sexual harassment occurred, the Collaborative will provide remedies to the complainant designed to restore or preserve equal access to the Collaborative’s education program or activity. Such remedies may include supportive measures.
- 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.
- Collaborative cannot take discipline in the absence of following this formal process. It does not limit the Collaborative 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.

# Appeal Process

Any party may appeal the decision in writing to the Executive Director within fifteen (15) school days of receipt of the findings of the formal procedure or a dismissal on the following bases:

Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

# Appeal

- The Collaborative will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
- Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- The Executive Director 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.

# Records

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- 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 Collaborative staff will document the basis for the Collaborative's conclusion that its response was not deliberately indifferent.
- The Collaborative must notify applicants for employment, parents, employees and all unions of the name or title of the Title IX Coordinator, his or her address, email address and telephone number. The Title IX Coordinator's information must be displayed prominently on the Collaborative's website.

# Retaliation is Prohibited

- 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 Collaborative 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.

# Other Contacts

- Contact information for Chair of the SSEC Board of Directors:
  - Matthew A. Keegan,  
Superintendent
  - Norwell Public Schools
  - [matthew.keegan@norwellschools.org](mailto:matthew.keegan@norwellschools.org)
  - Phone: 781-659-8800
  - Fax: 781-659-8805



# External Grievance Procedure

- Any student, parent or employee who chooses not to use SSEC's internal grievance procedures or who is not satisfied with SSEC'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, 8<sup>th</sup> 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
- Discrimination Complaint form:  
<https://docs.google.com/forms/d/e/1FAIpQLSfeC3Z28wHcHoBFWorDUq1MkNho-t0LLRIhfIUQHf3uHxwvRQ/viewform?vc=0&c=0&w=1&flr=0&gxids=7757>

# Contacts

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone 617-994-6000, TIY: 617-994-6196

For complaints related to discrimination/harassment of parents:

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8<sup>th</sup> 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, 8<sup>th</sup> Floor

Boston, MA 02109-3921

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

# Contacts

The Equal Employment Opportunities  
Commission

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 1-800-669-4000