

**RESOLUTION AGREEMENT**  
**Regional School District 17**  
**OCR Complaint No. 01-15-1147**

Regional School District 17 (the District) enters into this resolution agreement (Agreement) to resolve the allegation in the above-referenced complaint, which the U.S. Department of Education, Office for Civil Rights (OCR) investigated pursuant to the requirements of Title IX of the Education Amendments of 1972 and its implementing regulation at 34 C.F.R. Part 106 (Title IX). This Agreement does not constitute an admission of liability, non-compliance, or wrongdoing by the District.

Prior to the completion of OCR's investigation, the District agreed to resolve the issues of this investigation pursuant to Section 302 of OCR's Case Processing Manual. Accordingly, to resolve the issues of this investigation, the District agrees to take the following actions.

**ACTION ITEM 1 – POLICIES AND PROCEDURES:**

1. By January 30, 2018, the District will review its policies and procedures related to sex discrimination, including sexual harassment, and revise where necessary to ensure compliance. The District will revise or eliminate the policies and procedures as appropriate, including revising or adding cross references and links between the various documents to ensure the policies and procedures, guidelines, and other documents are internally consistent and do not contain conflicting information, and include at least the following information:
  - a. Notice to students, parents of elementary and secondary students, and employees of the procedure, including where complaints may be filed;
  - b. Application of the procedure to complaints alleging harassment carried out by other students, employees or third parties;
  - c. Adequate, reliable, and impartial investigation of complaints, including the opportunity to present witnesses and other evidence;
  - d. Designated and reasonably prompt timeframes for the major stages of the complaint process;
  - e. Notice to the parties of the outcome of the complaint; and
  - f. An assurance that the District will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

**Reporting Requirements:**

1. By February 28, 2018, the District will provide its revised Title IX policies and procedures to OCR for its review and approval.
2. Within 30 days of OCR's review and written notice to the District of its approval, the District will adopt, implement, and publish the revised policies and procedures. The District will make this information available through the District's website, revised student handbooks, and any other additional means of

notification the District deems effective to ensure that the information is disseminated. The District will provide OCR with documentation that it has completed this item, including copies of the written notices to students, parents/guardians, administrators, staff, and the District Board of Education and a description of how the notices were distributed, copies of its revised student handbooks, a link to its webpage where the revised policies and procedures are located, and documentation of any other additional means of notification used by the District.

**ACTION ITEM 2 – STAFF TRAINING:**

1. Within 60 days of OCR’s written notice to the District of its approval of the policies and procedures addressed in Action Item 1, the District will provide Title IX training to Haddam-Killingworth High School staff who interact with students on a regular basis, including teachers, paraprofessionals and guidance counselors. The training will provide attendees with guidance and instruction on:
  - a. What constitutes sexual harassment under Title IX, including examples of different types of sex discrimination (different treatment, and harassment (including sexual violence)).;
  - b. The differences and similarities between sexual harassment and bullying;
  - c. The responsibility of staff to report potential sex discrimination of which they have knowledge, including when to report such incidents to the Title IX Coordinator;
  - d. The District’s obligation under Title IX to recognize and respond to incidents of possible sex-based discrimination of which it has notice; and
  - e. The District’s OCR-approved grievance procedures related to sex discrimination, as set forth in Action Item 1.
  
2. Within 60 days of OCR’s written notice to the District of its approval of the policies and procedures addressed in Action Item 1, the District will also provide training for its designated Title IX Coordinator(s) and investigators at Haddam-Killingworth High School, as well as any staff responsible for conducting complaint investigations or supervising investigators at Haddam-Killingworth High School under the District’s OCR-approved grievance procedures, on how to conduct thorough, reliable, and impartial investigations of complaints of sexual harassment pursuant to Title IX. Such training will include:
  - a. Instruction on preventing, recognizing, and appropriately addressing allegations and complaints pursuant to Title IX;
  - b. Instruction on how to conduct and document adequate, reliable, and impartial Title IX investigations, including the appropriate legal standards to apply in a Title IX investigation;
  - c. The differences and similarities between sexual harassment and bullying;
  - d. Appropriate remedies to address the effects of sexual harassment;
  - e. Best practices for tracking patterns, systemic problems, climate and trends; and
  - f. The District’s OCR-approved grievance procedures related to sex discrimination.

**Reporting Requirement:**

1. Within 15 days after the trainings in Action Item 2 have been conducted, the District will provide to OCR:
  - a. the name(s) of the individuals who conducted the training;
  - b. a list of the individuals who attended the training and their positions;
  - c. sign-in sheets (if available);
  - d. the date(s) the training was conducted; and
  - e. copies of any training materials disseminated.

**ACTION ITEM 3 – CLIMATE CHECK**

1. By January 30, 2018, the District will conduct a “climate check” of students at Haddam-Killingworth High School to assess the presence and effect of sex-based harassment. This climate check may be accomplished through a written or electronic survey, focus groups, etc., provided that students also are notified of a contact person, such as a counselor, should they wish to discuss this issue in person. Participation in the survey will be entirely voluntary. Information gathered during this climate check will be used to inform future proactive steps taken by the District.

**Reporting Requirement:**

1. By February 28, 2018, the District will provide documentation to OCR demonstrating that it has conducted the climate check, an analysis of the information obtained by the climate check, and a written plan setting forth proactive steps to address any areas of concern identified by the climate check.

**ACTION ITEM 4 – RECORD KEEPING**

1. By December 30, 2017, the District will develop and maintain a recordkeeping system that comprehensively documents its receipt, investigation, and resolution of all oral and written complaints, reports or other notice of sexual harassment. The District will also maintain documentation fully detailing any interim measures afforded to complainants pending the completion of an investigation and, where sexual harassment is found to have occurred, documentation fully detailing all the steps, individual and systemic, the District took to stop the harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects on the complainant and any others as appropriate.

**Reporting Requirement:**

1. By January 30, 2018, the District will provide to OCR verification that it is implementing the documentation system described in Action Item 4.
2. Within 60 days of the end of the 2017-2018 school year, the District will provide OCR with a summary including the following information for each incident of alleged sexual harassment at Haddam-Killingworth High School of which the District had notice during the 2017-2018 school year:
  - a. name or unique identifier of complainant,

- b. name or unique identifier of alleged perpetrator,
- c. date of alleged harassment,
- d. location of alleged harassment,
- e. allegation,
- f. date of investigation, and
- g. resolution.

In addition, specific information concerning individual complaints, including the complaint itself, incident report, correspondence (including e-mail) or other written description of the allegations, and a copy of any documentation of the District’s response, including interview notes, investigative reports, written findings, and records of any corrective action taken, including any disciplinary action, will be made available (if the requested documentation exists) upon request by OCR.

### **General Requirements**

The District understands that by signing this Agreement, it agrees to provide the foregoing information in a timely manner in accordance with the reporting requirements of this Agreement. Further, the District understands that during the monitoring of this Agreement, if necessary, OCR may visit the District, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the District has fulfilled the terms of this Agreement in compliance with the regulation implementing Title IX at 34 C.F.R. § 106.8(b). Upon completion of the obligations under this Agreement, OCR shall close this case.

The District understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this agreement, OCR shall give the District written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

### **Non-Admission**

Nothing herein constitutes any admission or acknowledgment by the District of any wrongdoing or that it committed any violation of any law or policy, or that any of the allegations in the above-referenced Complaint are accurate. The execution of this Agreement does not constitute an admission of any liability of any kind. The District is entering into this Agreement in order to obtain a resolution of this matter.

This Agreement will become effective immediately upon the signature of the District’s representative below.

/s/

\_\_\_\_\_  
[Authorized Official]  
Regional School District 17

November 8, 2017

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Date