

RESOLUTION AGREEMENT
Woburn Public Schools
OCR Complaint No. 01-16-1088

Woburn Public Schools (District) has entered into this agreement to resolve the above-referenced complaint. The District assures that it will take the following actions:

Section 504 Grievance Procedures

The District will review and revise as necessary its grievance procedures pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504) to provide for the prompt and equitable resolution of complaints of discrimination or retaliation prohibited by Section 504. The grievance procedures will include a statement of when the procedures apply and an assurance that the District will not retaliate against any individual who engages in a protected activity under Section 504, including filing a complaint or participating in an inquiry under this procedure.

Reporting Requirement:

1. The District will adopt, implement, and publish the revised procedures. The District will make this information available through the District's website and any other additional means the District deems effective to ensure that the information is disseminated. By November 1, 2020, the District will provide OCR with a link to the procedures on the District's website and a summary of any other means the District has employed to disseminate the procedures.

Training on Section 504 Grievance Procedures

By December 1, 2020, District counsel will provide Section 504/Title II training to the District's Superintendent, Assistant Superintendent/District 504 Coordinator, and school principals. The training will include training on the District's revised Section 504 grievance procedures, and include how to respond to complaints of discrimination or retaliation and when to refer complaints up the chain of command, e.g., when the complaint is brought directly to the person being accused of discrimination. The training will also include a specific section on retaliation, including what constitutes a protected activity and what the District should consider before taking action against an individual who may be considered to be engaging in a protected activity.

Reporting Requirement:

2. Within fifteen (15) calendar days of completing the training, the District will provide to OCR:
 - a. A list of the individuals who attended the training and their positions;
 - b. The date(s) of the training; and
 - c. Copies of any training materials disseminated.

Debrief for Principal, Assistant Superintendent/District 504 Coordinator, and Superintendent

By December 1, 2020, and following District counsel’s Section 504/Title II training, District counsel will engage the Superintendent, Assistant Superintendent/District 504 Coordinator, and XXXXXXXXXXXXXXXXXXXX School Principal in a debriefing of OCR’s Letter of Findings. The debriefing will include a detailed review of the District’s actions/inactions that were the basis for OCR’s violation findings and the identification of ways to improve moving forward.

Reporting Requirement:

3. By December 15, 2020, the District will provide to OCR:
 - a. The date(s) of the debrief;
 - b. A detailed summary of the review of OCR’s violation findings; and
 - c. A detailed summary of the actions for improvement.

Notice to District Families and XXXXXXXXXXXXXXXXXXXX Families

The District will send a communication to all district families defining retaliation in the context of Section 504, notifying families that the District prohibits such retaliation, directing individuals who believe they have been subject to retaliation where/how to file a complaint, ensuring them that the District will take seriously and respond to all complaints of discrimination and retaliation, and directing them to a contact person if they have questions about the notice. The communication to the XXXXXXXXXXXXXXXXXXXX families will also include a statement that the District is sending the notice to resolve an OCR complaint.

Reporting Requirement

4. By November 1, 2020, the District will provide to OCR a copy of the two notices and an explanation of how the District distributed the notices.

The District understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the 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 and obligations of this Agreement. Upon the District’s satisfaction of the commitments made under the Agreement, OCR will close the case.

The District understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR shall give the Recipient written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

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

