

RESOLUTION AGREEMENT
Pelham School District
OCR Complaint No. 01-17-1139

The Pelham School District (District) has voluntarily entered into this agreement to resolve an allegation in the above-referenced complaint. The District assures that it will take the following actions. The District agreed to resolve this complaint prior to the completion of OCR's investigation, pursuant to Section 302 of OCR's *Case Processing Manual*.

Action Item 1

The District will notify the Complainant of the results of the investigation concerning her grievance filed on XXXXXXXX X, 2016.

Reporting Requirement

By **October 16, 2018**, the District will provide to OCR documentation of its efforts to comply with Action Item 1 of the Agreement. This will include documentation evidencing that it either sent an email or letter to the Complainant providing the results of the investigation or requested a meeting with the Complainant to provide that information. If an email/letter was sent, the District will provide that email/letter. If a meeting invitation was extended and the offer for the meeting was accepted, the District will provide the minutes from the meeting.

Action Item 2

The District will add language to its Section 504 Grievance Procedure explaining how a complainant may file a formal grievance involving a building principal, and identifying the official who will investigate the allegation(s) and provide notice of the investigation's results to the complainant.

Reporting Requirement

1. By **October 16, 2018**, the District will submit the Section 504 Grievance Procedure revised as described above for OCR's review and approval.
2. Within ten (10) days of OCR's approval, the District will publish the approved Section 504 Grievance Procedure on its website. Additionally, the District will notify in writing the parents/guardians of students of the new Section 504 Grievance Procedure via email, handouts to students in class, or any other equally effective method of dissemination. The District will provide OCR with evidence of such dissemination no later than **thirty (30)** days from when OCR approves the revised procedures.

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 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 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.

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

By: _____ Date: _____
Superintendent