

**RESOLUTION AGREEMENT**  
**The Public Schools of Northborough and Southborough**  
*OCR Complaint Nos. 01-17-1045 / 01-17-1157 / 01-17-1158*

The Public Schools of Northborough and Southborough (the Districts) have voluntarily entered into this Agreement to resolve the allegation in the above-referenced complaints. The Districts agreed to resolve this complaint prior to the completion of OCR's investigation pursuant to Section 302 of OCR's *Case Processing Manual*. This Agreement does not constitute an admission of liability, noncompliance, or wrongdoing by the Districts. The Districts assure that they will take the following actions.

**Action Item 1**

The Districts will develop/review and revise as necessary its visitation and observation policy and procedures. The policy and procedures will include, but not be limited to:

- a. A description of the Districts' uniform practices regarding visitors to school buildings;
- b. A description of the difference between a parent and/or guardian visit to a school building, and a visit to observe academic instruction in the classroom (i.e., an observation), as well as any specific requirements for scheduling each type of visit;
- c. A uniform procedure for responding to a parent and/or guardian's request to observe academic instruction; and
- d. A statement that the Districts do not discriminate on the basis of disability, or a reference to the Districts' Notice of Non-Discrimination.

By October 1, 2019, the Districts will adopt, implement, and publish the new/revised policies and procedures. The Districts will make this information available through the Districts' website and any other additional means of notification the Districts deem effective to ensure that the information is disseminated.

**Reporting Requirements:**

By October 4, 2019, the Districts will provide OCR with documentation that it has completed this item, including copies of any written/electronic notices to students, parents/guardians, administrators, and staff, and a copy of any publications (such as student handbooks) and a link to the website containing this policy.

**Action Item 2**

By October 1, 2019, the District will ensure that all District administrators responsible for responding to parent and/or guardian requests for visits and/or observations receive a

memorandum, with the revised policy and procedures, addressing the need for uniform implementation of the District’s observation and visitation policy and procedures.

**Reporting Requirements**

By October 4, 2019, the District will provide to OCR:

- a. A list of the individuals/titles who received the memorandum;
- b. Signed indication from each recipient certifying that he/she read the memorandum, and
- c. A copy of the memorandum.

The Districts understand that by signing this Agreement, they agree to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further, the Districts understand that during the monitoring of this Agreement, if necessary, OCR may visit the Districts, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the Districts have fulfilled the terms and obligations of this Agreement. Upon the Districts’ satisfaction of the commitments made under the Agreement, OCR will close the case.

The Districts understand and acknowledge 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 Districts’ representative below.

By: \_\_\_\_\_/s/\_\_\_\_\_ Date: \_\_\_\_\_  
Christine Johnson  
Superintendent of Schools