

**RESOLUTION AGREEMENT**  
**LEARN Regional Educational Service Center**  
***OCR Complaint No. 01-17-1307***

The LEARN Regional Educational Service Center (Center) has voluntarily entered into this agreement to resolve the allegation in the above-referenced complaint. The Center assures that it will take the following actions.

The Center 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 by the District of any violation of Section 504 or Title II.

**Action Item 1: Non-Retaliation Notice**

- a. The Center will issue a notice (Notice) that the Center prohibits retaliation against any individual who asserts rights or privileges under Section 504 or Title II or who files a complaint, testifies, assists, or participates in a proceeding under Section 504 or Title II. The Notice will also contain contact information for the Section 504 Coordinator of the Regional Multicultural Magnet School (School), the Section 504 Coordinator for the Center, and OCR.
- b. By November 30, 2020, the Center will issue this Notice to: (1) all parents/guardians of students in the School on Section 504 plans or Individualized Education Programs (IEPs); and (2) all teachers, paraprofessionals, and administrators in the School who work with students on Section 504 plans or IEPs.
- c. The Center will also include a copy of the Notice on the School's website.

**Reporting Requirement:** By December 15, 2020, the District will provide to OCR:

- a. A copy of the Notice;
- b. Evidence that the Center disseminated the Notice to parents/guardians, teachers and administrators, as required by Action Item 1(b)(1); and
- c. The URL for the location of the Notice on the School's website.

**Action Item 2: Training**

By December 15, 2020, the Center will provide training to all instructional and support services staff and administrators at the School (including nurses and social workers) regarding the duties of a mandated reporter and the prohibition against retaliating against any individual who asserts rights or privileges under Section 504 or Title II or who files a complaint, testifies, assists, or participates in a proceeding under Section 504 or Title II. The training will include a discussion of the following:

- a. Which employees are designated as mandated reporters for purposes of reporting suspected abuse and/or neglect;
- b. When mandated reporters are obligated to contact the Department of Children and Families;

- c. the Center’s Non-Retaliation Notice;
- d. what constitutes a protected activity;
- e. the prohibition on adverse actions in response to those protected activities;
- f. recognizing acts of retaliation and intimidation, and their effects on individuals who engaged in protected activities; and
- g. the Center’s duty to take effective action, including disciplinary action where appropriate, against any staff member found to have engaged in retaliatory conduct.

**Reporting Requirement:** By January 15, 2020, the Center will provide to OCR:

- a. A list of the individuals who attended the training and their positions;
- b. The date(s) the training was conducted;
- c. A copy of any agenda for the training; and
- d. Copies of any training materials disseminated.

**Action Item 3**

The Center agrees that if either Student 1 or 2 re-enroll at the Center, the Center shall promptly convene Section 504 team meetings, during which the Center will:

- a. Invite the Complainant to share any updated medical information concerning Student 1 and Student 2 and needed services, and any concerns regarding the implementation of Student 1 and Student 2’s Section 504 plans; and
- b. Provide the Complainant with a copy of the Center’s Section 504 policy, procedures and notice prohibiting retaliation.

The Center 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 Center understands that during the monitoring of this Agreement, if necessary, OCR may visit the Center, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the Center has fulfilled the terms and obligations of this Agreement. Upon the Center’s satisfaction of the commitments made under the Agreement, OCR will close the case.

The Center 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 Center’s representative below.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title