

RESOLUTION AGREEMENT
Regional School District 15
OCR Complaint No. 01-18-1019

Regional School District 15 (District) has entered into this agreement to resolve the allegations in the above-referenced complaint. 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*. The fact that the District has entered into this Agreement should not be construed as an acknowledgement or finding of noncompliance with applicable federal law. The District assures that it will take the following actions.

Action Item

- a. By November 15, 2019, the District will revise its "Accommodation Procedures for High School Students Taking College Board Exams" (Procedures), which apply to students with disabilities at Pomperaug High School ("the School") requesting accommodations from the College Board for the PSAT, SAT and/or AP exams. The revised procedures will include, at a minimum:
 - i. The name(s), title(s), and contact information for each of the School staff member(s) responsible for coordinating and providing assistance to students with disabilities seeking accommodations on PSAT, SAT, and AP exams;
 - ii. A reasonably detailed description of the process by which School personnel will assist students with disabilities who seek accommodations on PSAT, SAT, and AP exams, including how the School will submit requests for accommodations on behalf of students (and any supporting documentation) to the College Board in a timely manner;
 - iii. A protocol for students whose Section 504 plans or Individualized Education Programs (IEPs) state a need for accommodations for the PSAT, SAT, and/or AP exams, specifying how School personnel are ensuring the provision of a free appropriate public education (FAPE) to those students by coordinating and tracking the submission of requests for accommodations to the College Board;
 - iv. A description of how the School will notify students with disabilities and their parents/guardians on a continuing basis of the School's process for submitting requests for accommodations for PSAT, SAT and AP exams, which may include the District's practice of providing this information at annual review meetings beginning in the eighth grade, but also includes notice to parents of students newly placed on IEPs/Section 504 plans, and periodic reminders to parents/students during the school year;
 - v. A statement that accommodations may be requested for any College Board test, including the PSAT, SAT, and AP exams; and

- vi. A statement cross referencing the District's Section 504 Policy and Procedures, which contain additional information about the rights of students with disabilities and applicable grievance procedures.
- b. The District will disseminate the Procedures via its website (and any other method it deems effective) and will provide notice of the Procedures to all School personnel responsible for implementing the Procedures, as well as students at the School and their parents/guardians.

Reporting Requirements

1. By December 1, 2019, the District will provide a copy of the Procedures to OCR, and documentation demonstrating the methods used to disseminate the Procedures, e.g., a link to any webpage containing the Procedures, or a copy of a handbook or other publication containing the procedures.
2. The District will provide documentation demonstrating when and how it provided notice of the Procedures to all School students, and their parents/guardians, in addition to all School personnel¹ responsible for implementing the Procedures.

The District understands that by signing this Agreement, it agrees to provide data and other information in a timely manner. 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 proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statute(s) and regulations(s). Before initiating such proceedings, 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: _____/s/_____ Date: _____9/24/2019_____

Joshua Smith
Superintendent
Regional School District 15

¹ E.g., school staff who: coordinate and assist students who seek disability-based accommodations on PSAT, SAT, and AP exams; are involved in 504/IEP development/implementation; and serve as the District's Section 504/Title II Coordinator(s).