

**RESOLUTION AGREEMENT**  
**Medfield Public Schools**  
***OCR Complaint No. 01-19-1047***

The Medfield Public Schools (District) has entered into this agreement to resolve the allegations 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 issue a notice to all students, parents/guardians, administrators, and staff of the name, office address, and telephone number or email address of the District's Civil Rights Coordinator. In this notice, the District will explain that the Civil Rights Coordinator's role is to coordinate the District's efforts to comply with and carry out its responsibilities under Title IX.

**Reporting Requirements:**

1. By **April 30, 2019**, the District will provide OCR with a copy of the notice required by Action Item 1 and evidence of its dissemination to students, parents/guardians, administrators, and staff.

**Action Item 2**

The District will revise its "Non-Discrimination Policy and Grievance Procedure" (Grievance Procedure) to ensure that it is fully consistent with the requirements of Title IX, including that complainants and respondents are provided equitable rights in the Title IX grievance process.

The District will also revise, as necessary, its related policies and procedures<sup>1</sup> to include cross-references to the District's Grievance Procedure, as applicable, in order to clarify which policies and procedures apply with respect to complaints of student-on-student sexual harassment.

**Reporting Requirements:**

1. By **June 15, 2019**, the District will revise, adopt, implement, and publish the revised policies and procedures, including the revised Grievance Procedure.<sup>2</sup> The District will make this information available through the District's website and any other additional means of notification the District deems effective to ensure that the information is disseminated.

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<sup>1</sup> The District's related policies and procedures include, but are not limited to, the "Nondiscrimination on the Basis of Sex" policy, the "Sexual Harassment Policy," and the "Bullying & Harassment Policy."

<sup>2</sup> OCR is available to provide technical assistance to the District while the District revises its policies and procedures, including the revised Grievance Procedure.

The District will provide OCR with documentation that it has completed this item, including copies of written notices to students, parents/guardians, administrators, and staff, and a copy of any publications (such as student handbooks) or a link to any website containing the policies and procedures.

### **Action Item 3**

The District will provide Title IX training to its Civil Rights Coordinator, Superintendent, Principal, and any other District administrators or staff tasked with receiving, investigating, or adjudicating complaints of sexual harassment. The training will include how sexual harassment complaints are to be reported, investigated, and adjudicated under the District's revised Grievance Procedure.

#### **Reporting Requirements:**

1. **Within thirty (30) calendar days** after the District adopts the revised policies and procedures, including the revised Grievance Procedure, in accordance with Action Item 2, the District will provide OCR documentation of the training undertaken in accordance with Action Item 3, including:
  - a. A list of the individuals who attended the training and their positions;
  - b. The date(s) the training was conducted; and
  - c. Copies of any training materials disseminated.

### **Action Item 4**

By **May 15, 2019**, The District will offer the Complainant, in writing, the opportunity to meet with the Civil Rights Coordinator regarding the District's handling of the Complainant's complaint in XXX 2018 and to determine if the District needs to take any additional actions. The letter will explain that the District is revising its Grievance Procedures and providing notice of its Civil Rights Coordinator to ensure that the District complies with the requirements of Title IX.

By **May 15, 2019**, The District will offer the Respondent's family, in writing, the opportunity to meet with the Civil Rights Coordinator regarding the District's handling of the Complainant's complaint in XXX 2018 and to determine if the District needs to take any additional actions. The letter will explain that the District is revising its Grievance Procedures and providing notice of its Civil Rights Coordinator to ensure that the District complies with the requirements of Title IX.

#### **Reporting Requirements:**

1. By **May 31, 2019**, the District will provide OCR a copy of the letters it sent to the Complainant and the Respondent's family, respectively, in accordance with Action Item 4.

2. By **May 31, 2019**, the District will provide OCR with a narrative summary of any actions it has taken, e.g., documentation that the District met with the Complainant, documentation that the District met with the Respondent’s families and any next steps determined.

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 administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statute(s) and regulation(s). 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:  /s/ \_\_\_\_\_ Date:  4/2/19 \_\_\_\_\_  
Jeffrey J. Marsden  
Superintendent of Schools