

RESOLUTION AGREEMENT
Manchester School District
OCR Complaint No. 01-20-2163

Manchester School District (District) has voluntarily 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: Tracking Chart

By **August 31, 2020**, the District will develop a tracking chart to be used for the 2020-2021 school year to ensure that information and/or notices about extracurricular activities that the Student is eligible for are sent home to the Student's family in the same manner that such information and/or notices are sent to the Student's classmates. Information and/or notices as described above refers to hard-copy documents sent home with Students, not electronic information sent to class list services or otherwise available on the District's websites. The tracking chart will include a brief description of the extracurricular activity and the name of the person who sent the information and/or notice to the Student's family.

By **August 31, 2020**, the District will email a copy of the tracking chart to the Complainant and will explain its process for tracking the required information and/or notices. During the 2020-2021 school year, the Complainant may contact the Director of Student Services (or another person identified by the District) to request a copy of the current tracking chart to ensure that she has received sufficient information and/notice about extracurricular activities. The designated District staff will email the Complainant a copy of the current tracking within 3 business days.

Reporting Requirements

By September 10, 2020, the District will provide OCR with a copy of its tracking chart and the email sending required information to the Complainant.

Action Item 2: Classroom Observation Policy Explanation

By **August 31, 2020**, the District will send the Complainant a written document explaining its policy with respect to classroom visitation/observation ("Policy"). To the extent that the District's policy for the upcoming 2020-2021 school year will be different from its general policy because of the current global pandemic, the District will explain the differences between the two. Further, to the extent that the District chooses to develop a written policy regarding classroom visitation/observation and disseminate such policy on the District webpage, the District will share the link to the policy with the Complainant.

The District agrees to apply its Policy equitably to all families, including the Complainant. For the next two school years (2020-2021 and 2021-2022), the District will identify a point person for the Complainant to contact with questions or concerns that the Policy is not being applied

equitably to her. The District will include information about how to contact that the point person in its communication to the Complainant.

Reporting Requirements

By September 10, 2020, the District will provide OCR with a copy of the information it has provided to the Complainant.

Action Item 3: Training

By **September 15, 2020**, the District will provide a Section 504 training to relevant staff at the Student’s school that includes a discussion of the requirement to afford students with disabilities an equal opportunity to participate in nonacademic and extracurricular services and activities, ensure that students with disabilities participate in nonacademic and extracurricular services and activities with students without disabilities to the maximum extent appropriate to the needs of each student with a disability, prohibit retaliation. The training will also review its Policy with administrators at the Student’s school involved in the decision-making process to permit parents to visit/observe their child’s classrooms to ensure that it is equitably applied to all parents, including the Complainant.

Reporting Requirement

By **October 1, 2020**, the District will provide OCR with the following.

- 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.

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 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 District’s representative below.

By: _____ Date: _____
Dr. John Goldhardt
Superintendent of Schools