

Voluntary Resolution Agreement
Prince George's County Public Schools
OCR Complaint #03201171

The U.S. Department of Education, Office for Civil Rights (OCR) and the Prince George's County Public Schools (the District) enter into this Voluntary Resolution Agreement (Agreement) to resolve the above-referenced complaint. The District assures OCR that it will take the following actions to comply with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI) and its implementing regulation, at 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color or national origin by recipients of Federal financial assistance and specifically, the following provisions of the Title IV implementing regulations which were at issue in this complaint: 34 C.F.R. §§ 100.3 (a), (b)(1)(2).

Prior to the completion of OCR's investigation, the District agreed to resolve this complaint pursuant to Section 302 of OCR's Case Processing Manual. Accordingly, to resolve the allegations in this complaint, the District commits to take the following actions.

In entering into this Agreement, OCR acknowledges that it has not made a finding that the District failed to adhere to, abide by, or in any other way failed to observe the statutes and/or regulations that OCR enforces. This Agreement does not constitute an admission of liability, non-compliance or wrongdoing by the District.

Action Step #1 – Communication with the Complainant

By December 30, 2020, the District will send the Complainant a letter by certified mail and which is written in Spanish, advising her of and explaining the process for her to request interpreter and translation services from the District and a list of the educational programs and activities for which these services are available and can be requested. This letter will include a statement that the District commits to ensuring that interpreter and translation services will be provided to the Complainant in conjunction with the Student's educational programs and activities as long as he remains enrolled in the District, both in response to her requests for these services and in situations when District staff and administrators initiate communications with the Complainant, as necessary to ensure that the Complainant receives access to information and other vital communications regarding the Student's education. The District will include all of its relevant policies and procedures for requesting interpreter and translation services, in a Spanish version, as an attachment to this letter. At a minimum, this letter will include the following attachments: the District's Administrative Procedure 1400 – Language Access Services for Communication with Parents and Guardians Who Are Not Primary Speakers of English and all relevant information regarding the District's Office of Interpreting and Translation (OIT).

Reporting Requirement:

providing interpreter and translation services to parents and guardians with Limited English Proficiency and specifically, the District's Administrative Procedure 1400 – Language Access Services for Communication with Parents and Guardians Who Are Not Primary Speakers of English and OIT protocol.

At a minimum, this training will include the following topics:

- The process for requesting and providing interpreter and translation services to parents and guardians with Limited English Proficiency; this will include both the process by which these parents and guardians can initiate requests for interpreter and translation services and the role and responsibility of Center staff and administrators in identifying circumstances and situations where there are language barriers and when it is necessary to initiate the provision of these services to parents/guardians in its communications with them.
- Identification of LEP parents and guardians who require interpreter and translation services for meaningful communication, including those who may be unable to initiate requests for such services.
- Identification of programs, activities, events, meetings, and Center functions at which interpreters can be provided and/or are required.
- An explanation of how XXXXX staff and parents and guardians are made aware of the availability of interpreter and translation services, and an identification of where these policies and procedures are published, whether such policies and procedures are published in languages other than English, and how copies can be obtained (e.g. printed publications, website).
- Identification of the person(s) who are responsible for processing requests for the provision of interpreter and translation services and making the arrangements for the provision of these services, both at XXXXXX and the District's OIT as appropriate.
- An explanation of the personnel/service providers who are involved in providing interpreter and translation services and the process which is followed to secure alternative and/or replacement services/service providers when arranged services/service providers become unavailable prior to scheduled delivery, both at XXXXXXXX and the District's OIT as appropriate.

Reporting Requirement:

1. By March 15, 2021, the District will provide the following documentation regarding this training to OCR: the name of the person(s) who provided the in person training or who developed the online training, including a description of the person's qualifications; indicate the date(s) of the training(s); include a copy

