



## RESOLUTION AGREEMENT

Allen Independent School District  
OCR Case Number: 06-18-1539

### A. GENERAL TERMS & PRINCIPLES:

OCR and the Allen Independent School District (District) enter into this agreement to resolve the allegation in the above-referenced complaint. This agreement does not constitute an admission of liability, non-compliance, or wrongdoing by the District. The District assures the U.S. Department of Education, Office for Civil Rights (OCR) that it will take the following actions to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. §§ 12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35, which prohibit discrimination on the basis of disability by recipients of Federal financial assistance and public entities, respectively.

Prior to the completion of OCR's investigation, the District agreed to resolve the issues of this investigation pursuant to Section 302 of OCR's *Case Processing Manual*. Accordingly, to resolve the issues of this investigation, the District agrees to take the following actions.

### B. ACTION ITEMS & REPORTING REQUIREMENTS:

#### *INDIVIDUAL REMEDIES:*

#### **Action Item 1**

By **August 31, 2018**, the District will develop and implement a documentation system (e.g., have teachers initial a log with date of implementation) to ensure that the related aids and services delineated in the Student's existing Section 504 plan are communicated to the Student's teachers and are implemented as prescribed.

#### **Reporting Requirements: Action Item 1**

By **October 1, 2018**, the District will submit for OCR's review a report evidencing that it developed and implemented the documentation system referenced in Action Item 1. This report should include, at a minimum:

- a. A narrative explaining the documentation system and how it is kept;
- b. A list of the Student's teachers;
- c. The documentation kept in accordance with the system demonstrating that the related aids and services delineated in the Student's 504 plan were communicated to his teachers and implemented as prescribed; and
- d. A copy of the Student's Section 504 plan(s) for which implementation was tracked via the documentation system.

## **Action Item 2**

By **August 31, 2018**, the District will convene a meeting of a group of knowledgeable persons, as defined by Section 504, to consider whether the Student needs compensatory and/or remedial services, such as tutoring or counseling, as a result of any failure on the part of the District to provide appropriate regular and/or special education or related services to the Student during the 2017-2018 school year. If the group determines that the Student needs compensatory and/or remedial services, the group will develop a plan for providing timely compensatory and/or remedial services with a completion date not to extend beyond **December 14, 2018**. The District will provide the Student's parent(s)/guardian(s) notice of the procedural safeguards including the right to challenge the group's determination through an impartial due process hearing.

## **Reporting Requirements: Action Item 2**

- a. By **September 7, 2018**, the District will submit to OCR documents supporting the group's decision. The documentation submitted shall include:
  - i. A list of all participants in the meeting (including names, titles, role in the meeting, and whether or not the participant was a voting member of the group);
  - ii. Records of all information considered during the meeting;
  - iii. Minutes or notes from the meeting;
  - iv. An explanation of the decisions made during the meeting;
  - v. A description of and schedule for any compensatory and/or remedial services (if any) determined appropriate for the Student; and
  - vi. A copy of the written notification sent to the Student's parent(s)/guardian(s) concerning the date and time of the meeting, and the right of the parent(s)/guardian(s) to attend, and proof of transmission (e.g., email chain, certified mail and tracking receipt, etc.).
- b. If compensatory and/or remedial services are deemed necessary, by **December 21, 2018**, the District will provide documentation to OCR of the dates, times, and locations that compensatory and/or remedial services were provided, a description of what was provided and how it was provided, and the names, titles, and contact information (telephone numbers and email addresses) of the service providers.

## *TRAINING & PROFESSIONAL DEVELOPMENT:*

### **Action Item 3**

**Within thirty (30) calendar days after the District receives written notification of OCR's approval of the training**, the District will conduct training regarding its obligation under Section 504 and Title II to provide a free appropriate public education to all qualified students with disabilities attending its schools and Section 504's and Title II's prohibition of disability discrimination. The training will also focus on the District's obligation to abide by the requirements of Section 504 and Title II, as they relate to the provision of an appropriate education, including the obligation of staff members to fully

implement any individualized education program or Section 504 plan that has been developed for a qualified student with a disability. The training must be provided to all relevant personnel at Ford Middle School, including, but not limited to, principals, special education coordinators, Section 504/Title II coordinators, teachers, teacher's aides, and counselors. The training will be conducted by a person or persons knowledgeable about the relevant requirements of Section 504 and Title II.

**Reporting Requirements: Action Item 3**

- a. By **June 29, 2018**, the District will provide OCR, for OCR's review and approval, the proposed training materials to be used and distributed during the training described in this Action Item, including all speaker's notes, handouts, and PowerPoints (or other presentations), and the name, title, contact information, and qualifications of the trainer(s).
- b. **Within forty-five (45) calendar days after the District receives written notification of OCR's approval of the training described in this Action Item**, the District will provide to OCR documentation demonstrating that relevant personnel have received that training, including the date(s) of the training; the names, titles, contact information, and qualifications of the trainer(s); a copy of all materials used and distributed during the training; and a sign-in sheet with the names and titles of individuals who attended the training.

**C. EXECUTION:**

The District understands that, by signing this Agreement, it agrees to provide the foregoing information in a timely manner in accordance with the reporting requirements of this 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 of this Agreement and is in compliance with Section 504 and its implementing regulation at 34 C.F.R. § 104.21, and Title II implementing regulation at 28 C.F.R. § 35.149. Upon completion of the obligations under this Agreement, OCR shall close and dismiss this 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. 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.

This Agreement will become effective immediately upon the signature of the District's representative below.

[Signature appears on following page.]

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Superintendent or Designee's Name/Title

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Superintendent or Designee's Signature

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Date