Resolution Agreement
International Leadership of Texas
OCR Complaint No. 06181670

The U.S. Department of Education, Office for Civil Rights (OCR) and the International Leadership of Texas (ILT) enter into this Agreement to resolve the above-referenced complaint. The ILT assures OCR it will take the following actions to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794 (amended 1992), 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. §12132, 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. This Agreement does not constitute an admission by the ILT that it discriminated or otherwise engaged in any wrongdoing.

Prior to the completion of OCR’s investigation, the ILT agreed to resolve the complaint pursuant to Section 302 of OCR’s Case Processing Manual. Accordingly, the ILT agrees to take the following actions:

ACTION ITEM I

By August 17, 2018, the ILT will send the Complainant a letter to the address on file with the ILT via regular mail, delivery tracking notifying the Complainant that the ILT offers the opportunity to re-enroll the Student in the ILT. Further, the letter will inform the Complainant that upon re-enrollment the ILT will convene a Section 504 committee meeting to determine whether the Student needs compensatory and/or remedial services as a result of the ILT’s alleged failure to provide appropriate regular or special education and related aids and services deemed necessary to meet the Student’s individual educational needs during the 2017-2018 school year. If the Section 504 committee determines 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 April 19, 2019. The District will provide the Student’s parent or guardian notice of procedural safeguards including the right to challenge the committee’s determination through an impartial due process hearing.

REPORTING REQUIREMENTS

By August 17, 2018, the ILT must provide OCR a copy of the letter mailed to the Complainant including the address to which the ILT mailed the letter, and delivery tracking information for the letter.

If the Student does not re-enroll in the ILT by January 1, 2019, the ILT must provide OCR a letter notifying OCR that the Student did not re-enroll in the ILT.

If the Student is re-enrolled in the ILT, and a Section 504 committee is convened regarding the Student, within ten (10) calendar days after the Section 504 committee’s decision regarding the Student’s need for compensatory and/or remedial services, the ILT will submit documents supporting the group’s decision to OCR. The documentation
submitted will include documentation identifying the participants in the meeting, an explanation of decisions made, the information considered, and a description of and schedule for providing any compensatory and/or remedial services to the Student, if any. OCR will review the documentation to determine whether the ILT has met the procedural requirements of the regulation implementing Section 504, at 34 C.F.R. §§104.34, 104.35 and 104.36.

If the ILT determines the Student is entitled to compensatory and/or remedial services, the ILT will provide to OCR, by April 30, 2019, documentation of the dates, times, and locations that any compensatory and/or remedial services were provided. The documentation shall include a description of the services provided and the name(s) of the providers.

**ACTION ITEM II**

The ILT will provide information to OCR in connection with a training session for all ILT Saginaw K-8 teachers, administrators, and Section 504 coordinators regarding its obligations under Section 504 and Title II. The training will include policies and procedures relevant to requests for accommodations, how approved accommodation information is communicated to teachers, and implementation of accommodations. Further, the training will include information about procedures by which teachers document the provision of accommodations. The training will be created by one or more individuals knowledgeable about the ILT’s obligations under Section 504 and Title II, and may be delivered to ILT employees in an electronic format.

**REPORTING REQUIREMENTS**

*By December 31, 2018,* the ILT must provide OCR, for its review and approval, information about the training described in Action Item II that includes, but shall not be limited to, the credentials of the individual(s) selected to conduct the training, a proposed plan for the training session (e.g., length of the training session, topics to be considered, etc.), and a description of the training materials to be used by the trainer(s) and/or provided to attendees during the training session.

*Within sixty (60) calendar days* after OCR approves the training-based information described in Action Item II, the ILT will conduct the training session. The training must be provided to all ILT teachers, administrators, and Section 504 coordinators.

*Within ten (10) calendar days* after conducting the final training session in accordance with Action Item II, the ILT will provide OCR with documentation demonstrating the training session has been completed, including a sign-in sheet containing the signatures and titles of all attendees, the materials used during the training, and any other information indicating that the training sessions were conducted in accordance with the requirements of this Agreement.

The ILT 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 ILT understands that during the monitoring of the Agreement, if necessary, OCR may visit the ILT, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the recipient has fulfilled the terms of the Agreement. Upon the ILT’s satisfaction of the commitments made under the Agreement, OCR will close the case.

The ILT further understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR will give the ILT 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 ILT’s representative below.

/s/  
Mr. Alan Seay, CEO  
International Leadership of Texas  

8/6/18  
Date