RESOLUTION AGREEMENT
Catalina Foothills School District
OCR Case Number 08-15-1328

In order to resolve OCR case number 08-15-1328, filed against the Catalina Foothills School District (District) and opened for investigation by the U.S. Department of Education, Office for Civil Rights (OCR), the District agrees to implement this Resolution Agreement. This case was initiated pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations Part 104 and Title II of the Americans with Disabilities Act of 1990 and its implementing Regulation at 28 Code of Federal Regulations Part 35.

The District’s decision to enter into this Agreement is not an admission of liability or wrongdoing, nor shall it be construed as such.

1. The District will draft in-service training materials, identifying one or more persons knowledgeable about Section 504 and Title II who will provide the training. The training will be provided for the 2018-19 open enrollment cycle to all District administrators and XXX staff who are involved with any step of the open enrollment process. The training will include a review of the District and XXX’s obligations to comply with Section 504 and Title II, including a review of each step of the open enrollment process for all students and how those steps are implemented in a non-discriminatory manner.

REPORTING REQUIREMENT: Within 60 days of acceptance of this Agreement, the District will submit its proposed training materials to OCR about the District’s open enrollment policies and procedures and the prohibition against retaliation. Such documentation will include the draft training materials for OCR’s review and approval, the name and qualifications of the intended trainer, and a list of individuals at XXX who will receive the training.

2. The District will consider and respond to any feedback from OCR with respect to the training identified in Paragraph 1. After obtaining OCR’s approval of the training materials and the trainer, the District will schedule and conduct an in-service training for the staff members identified.

REPORTING REQUIREMENT: Within 60 days after obtaining OCR’s approval of the training materials, the District will submit to OCR documentation that the training was provided, but no later than October 1, 2017. Such documentation will include the agenda and handouts for the training, the date and time the training was held, and a copy of the attendance sheet from the training including the name and title of each participant, along with a written assurance from the District that all required XXX attendees were present during the training.
3. The District will develop policies and procedures to respond to disability discrimination complaints and notice of its compliance officer that are compliant with Section 504 and Title II of the ADA.

**REPORTING REQUIREMENT A:** Within 90 days of the signing of this Agreement, the District will submit to OCR for review and approval the District’s draft policies and procedures for responding to disability discrimination complaints.

**REPORTING REQUIREMENT B:** Within 60 days of OCR’s approval of the policies and procedures, the District will adopt the approved policies and procedures and provide these to all parents and students. The notice may be accomplished by placing information regarding the policy in school newsletters and the District’s website with links to the policy posted on its website.

**REPORTING REQUIREMENT C:** Within 60 days of OCR’s approval of the policy, the District will provide OCR with supporting documentation to show the approved policy and procedures are adopted and notice was provided. Supporting documentation will include 1) weblinks to where the policy is posted on its website, 2) copies of school newsletters, or 3) other similar documents notifying parents of the changes to the District’s policies and procedures.

4. The District will ensure that the new policy is disseminated to all staff in the District. The District will provide a review of the new policies and procedures at a staff meeting at each of its schools within 60 days of OCR’s approval or within 30 days after the first day of the 2017-18 School Year, whichever comes later.

**REPORTING REQUIREMENT:** Within 60 days of OCR’s approval of the policies and procedures, the District will provide OCR with a description of how the new policies and procedures were disseminated to staff members, documenting that the policies have been reviewed in a staff meeting at each school.

5. The District will identify and, every year thereafter during the monitoring of this agreement, train the School and District level staff members who are responsible for responding to disability discrimination complaints on the District’s complaint procedures and notify them that they must promptly and equitably respond to complaints of disability discrimination.

**REPORTING REQUIREMENT A:** Within 60 days of OCR’s approval of the policies and procedures identified in Term 5, the District will provide OCR with a copy of the training agenda for the training and training materials and identify the trainer and her/his qualifications to provide the training, for OCR’s review and approval.

**REPORTING REQUIREMENT B:** Within 60 days of OCR’s approval of the trainer and training materials, the District will provide OCR with a copy of all handouts provided during or before the training, a list of all staff identified to receive the training, and a sign-in sheet for those attending the training.
6. The District will send the Complainant a check in the amount of $XXX. The check shall be made payable to the Complainant.

**REPORTING REQUIREMENT:** Within 30 days of the Agreement, the District will provide OCR with a copy of the check and proof of its delivery to the Complainant.

The District understands that OCR will not close the monitoring of this Agreement until OCR determines that the District has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Title II and Section 504, which were at issue in 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.

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 this Agreement. Further, the District understands that during the monitoring of the Agreement, if necessary, OCR may visit the District, interview District employees 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 the regulations implementing Title II and Section 504, which were at issue in this case.

For Catalina Foothills School District:

__________________________________ 3/27/17
/s/ Superintendent Date