

**RESOLUTION AGREEMENT**  
**Flagstaff Junior Academy**  
**Case Numbers 08-16-1251**

In order to resolve issues raised in Case Number 08-16-1251, filed against the Flagstaff Junior Academy (the Academy) and opened for investigation by the U.S. Department of Education, Office for Civil Rights (OCR), the Academy agrees to implement this Resolution Agreement. This case was initiated pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (Title II), and its implementing regulation at 28 C.F.R. Part 35.

1. The Academy will develop policies and procedures addressing all subsections of Section 504 pertaining to elementary and secondary schools found at 34 C.F.R. § 104.

**REPORTING REQUIREMENT:** Within 30 days of the date of this Agreement, the Academy will submit to OCR for approval a draft of its Section 504 policies and procedures.

2. The Academy will consider and respond to any feedback from OCR with respect to the draft policies and procedures referenced in Item 1. After obtaining OCR's approval, the Academy will officially adopt the policies and procedures and publish them using its standard methods for disseminating new information that is important to students, parents/guardians, employees, and other members of the public.

**REPORTING REQUIREMENT:** Within 60 days of obtaining OCR's approval of the policies, the Academy will provide OCR with documentation showing that the policies and procedures have been adopted as the official policy of the Academy, and where they have been published.

3. The Academy will provide training to all Academy teachers, administrators, school aides, and any other Academy personnel charged with supervising students, on its new Section 504 policies and procedures.

**REPORTING REQUIREMENT:** Within 30 days of the date OCR approves the Academy's new Section 504 policies and procedures, the Academy will submit an outline of this training, including the name, title, and qualifications of the trainer, to OCR for approval. After OCR approves the training outline, the Academy will conduct the training within 30 days and annually thereafter. Within 15 days after the training is conducted, the Academy will provide documentation of the training to OCR, including any sign-in sheets, agendas, handouts, or other materials used in the training.

4. The Academy will display prominently in its facilities, disseminate electronically on its website, and disseminate physically in its Parent/Student handbook, the contact information for its designated Section 504 Coordinator along with notice of how to file a complaint of discrimination with this person.

**REPORTING REQUIREMENT:** Within 30 days of the date of this Agreement, the Academy will submit documentation that this information has been disseminated. This documentation may include, but is not limited to, website screen shots, copies of the Parent/Student handbook, copies of other correspondence containing the information, photographs of the information prominently displayed in the Academy’s facilities, including a description of where these photographs were taken and a signed statement from the Director attesting to the authenticity of the photographs and description given to OCR of their location.

The Academy understands that OCR will not close the monitoring of this Agreement until OCR determines that the Academy has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504 of the Rehabilitation Act of 1973 at 34 C.F.R. §§ 104.4, 104.8, 104.32, 104.33, 104.34, and 104.35 and Title II of the Americans with Disabilities Act of 1990 at 28 C.F.R. § 35.130, which were at issue in this case.

The Academy 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, or judicial proceedings to enforce this Agreement, OCR shall give the Academy written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

The Academy 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 Academy understands that during the monitoring of the Agreement, if necessary, OCR may visit the Academy, interview Academy employees and students, and request such additional reports or data as are necessary for OCR to determine whether the Academy has fulfilled the terms of this Agreement and is in compliance with the regulation implementing Section 504 of the Rehabilitation Act of 1973 at 34 C.F.R. §§ 104.4, 104.8, 104.32, 104.33, 104.34, and 104.35 and Title II of the Americans with Disabilities Act at 28 C.F.R. § 35.130, which were at issue in this case.

For Flagstaff Junior Academy:

“/s/” 9/19/2016

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Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_