

**Resolution Agreement  
Los Angeles Unified School District  
OCR Case No. 09-15-1332**

In order to resolve the issues identified by the U.S. Department of Education, Office for Civil Rights (OCR), in the above referenced complaint filed pursuant to Title VI of the Civil Rights Act of 1964, the Los Angeles Unified School District (District), without admitting to any violation of the law, agrees to implement this Resolution Agreement.

**I. Response to Complaints of Discrimination**

**A. Formal & Informal Complaint Log**

The school site will maintain a log of verbal and written reports of discrimination based on race, color, or national origin. The log will include the date of the report/complaint, the nature of the report/complaint (including who was involved), the date of resolution, findings (including any discipline implemented), and the date the complainant was notified of the District's findings or school site's actions. The school site will report to the District's Educational Equity Compliance Office at the end of each semester for the 2015/2016 school year. The District's Educational Equity Compliance Office will review the log and discuss the complaints with the school site administrator.

**II. Technical Assistance**

**A. District's Uniform Complaint Procedures**

1. Staff from the District's Educational Equity Compliance Office will meet with the Local District, school site administrators and staff to provide technical assistance on discrimination complaint processing under the District's Uniform Complaint Procedure (UCP). The training will include the following:
  - a. If a student or parent/guardian reports orally that s/he or his/her child has been subjected to discrimination (including a report of the use of racial epithets or name calling by other students or staff), school site administrators shall advise the student or parent/guardian of the availability of the District's discrimination complaint procedure under the UCP, offer to provide a copy of the appropriate complaint form, and advise the student or parent/guardian that such complaints should be submitted to the District's Educational Equity Compliance Office. Reports or complaints of discrimination made in writing shall be considered formal complaints under the UCP unless otherwise indicated in writing by the student or parent/guardian, and shall be promptly forwarded to the

District's Educational Equity Compliance Office for processing;

- b. When a student or parent/guardian makes a report of discrimination, administrators must respond promptly and appropriately, whether or not the report is made orally or in writing, and whether or not the District's UCP form is used. In such instances, regardless of whether the report of discrimination is made orally or in writing, the District or school site staff shall provide notice to the complainant of the steps taken to investigate or address the complaint and the outcome of the complaint.

## **B. District Discipline Policy and Procedures**

1. Staff from the District's Educational Equity Compliance Office will meet with Local District, school site administrators and staff to provide technical assistance on the District's student discipline policy and procedures. The training will include the following:
  - a. The protocol/steps a teacher and/or site administrator must take prior to disciplining a student by means of excluding a student from a fieldtrip or other form of educationally related activities;
  - b. The District's policy on parent/guardian participation in school related activities, including a discussion that parents/guardians are not required to attend off-campus field trips as a form of student discipline or behavior management;
  - c. The District's policy on communication with parents/guardians on student behavior and discipline, including the removal of the student from one classroom to another.
  - d. The protocol/steps that the teacher and/or site administrator must take when a student's behavior manifests in ways that may warrant the establishment of a student study team.

## **III. General Provisions**

The District understands that OCR will not close the monitoring of this agreement until OCR determines that the recipient has fulfilled the terms of this agreement and is in compliance with the regulation implementing Title VI, at 34 C.F.R. § 104.3, which was at issue in this case.

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 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 the regulation implementing Title VI, at 34 C.F.R. § 104.3, which was 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.

\_\_\_\_\_/s/\_\_\_\_\_  
Julie L. Hall-Panameno  
Director-Educational Equity Compliance Office

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10/07/2015  
Date