

Resolution Agreement
Temecula Valley Unified School District
Case Number 09-19-1320

The Temecula Valley Unified School District (District) without admitting to any violation of law, agrees to implement this Resolution Agreement (Agreement) to resolve the compliance concerns identified by the U.S. Department of Education, Office for Civil Rights (OCR), under Title VI of the Civil Rights Act of 1964 (Title VI), 42 U.S.C. §2000d et seq., and its implementing regulations in the above-referenced OCR case number.

Strengthening and Enhancing Communication with Limited-English Proficient Parents and Guardians

1. The District will develop a policy/protocol for interpretation and translation for limited English proficient (LEP) parents who speak a language other than Spanish. The policy will address the following:
 - a. Procedures for identifying parents who require interpretation and/or translation.
 - b. Interpretation
 - i. The process by which school or district staff or parents will request oral interpretation and the process by which the District will provide an interpreter;
 - ii. The process for responding to notice from parents that interpretation is ineffective;
 - iii. Information that will be provided to interpreters, in advance of a meeting, regarding the information that will be discussed and any technical or specialized terms that will be used.
 - c. How the District provides written translation of documents for LEP parents, and the mechanisms through which it ensures that translated documents are provided promptly, including a timeline for translating documents. The procedures will also provide guidance on how to identify what documents must be translated.
 - d. How the District ensures that all persons who provide interpretation and translation services are appropriately qualified, proficient in English and the language of interpretation/translation and trained on the role of an interpreter/ translator, the ethics of interpreting/translating, and the need to maintain confidentiality.

2. The District will provide interpreters with an information sheet that includes a glossary of terms that are used frequently in individualized education program (IEP) and Section 504 plan meetings, and a list of District expectations regarding complete and impartial interpretation.
3. The District will provide training to all special education staff and site administrators on conducting IEP and Section 504 plan meetings with an interpreter. The training will provide guidance on ensuring that LEP parents are able to understand all portions of the meeting and that interpreters have adequate time to interpret all communications, including those between team members.

Translation of IEP Documents

4. The District will translate into Arabic and provide to the Complainant copies of all documents related to IEP meetings that took place on May X-X, 2019.

Reporting Requirements

5. By October 25th, 2019, the District will provide OCR with a draft of the policy/protocol described in sections 1(a)-1(d) of the Agreement for review and approval. The District agrees to finalize and implement the policy/protocol within ____30____ days of receiving OCR's comments on the draft policy/protocol.
6. By October 25th, 2019, the District will develop the information sheet described in section 2 of this Agreement and provide it to OCR for review. The District agrees to finalize and distribute the information sheet to interpreters within ____30____ days of receiving OCR's approval of the draft information sheet.
7. By March 20th, 2020, the District will conduct the training described in section 3, and within 30 days of conducting the training the District will provide OCR with a list of the trainers and training materials that were used to conduct the training.
8. By September 30th, 2029, the District will provide documentation to OCR that it has translated into Arabic and provided to the Complainant copies of all documents related to IEP meetings that took place on May X-X, 2019.

Monitoring

The District understands that by signing the Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further the District understands that during the monitoring of the 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 and obligations

of the Agreement. Upon the District's satisfaction of the commitments made under the Agreement, OCR will close the case.

The District understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of the Agreement and/or the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR will give the District written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

_____/s/_____

Superintendent or Designee

_____08/26/2019_____

Date