

VOLUNTARY RESOLUTION AGREEMENT
Warrenton-Hammond School District
OCR Reference No. 10181051

Warrenton-Hammond School District (“district”) enters into this agreement to resolve a complaint (OCR Reference No. 10181051) filed with the U.S. Department of Education, Office for Civil Rights (OCR), under the authority of Title VI of the Civil Rights Act of 1964 and the regulations that implement Title VI at 34 CFR Part 100. The provisions of this agreement are intended to ensure that the district complies with the requirements of Title VI when it receives actual or constructive notice of racial harassment by students, staff or other individuals.

A. Policies and Procedures

1. The district will review and revise its policies and procedures (procedures) with respect to responding to allegations of harassment on the basis of race, color or national origin (harassment). The procedures will ensure that the district provides reasonable, timely, and effective action tailored to fully redress any specific problems identified by the district as a result of the harassment; and that the action is reasonably calculated to end the harassment, prevent recurrence and eliminate any hostile environment. At a minimum, the procedures will include the following:
 - a) A statement setting forth the district’s commitment to having a school environment free from all discrimination, including harassment on the bases of race, color, and national origin. Such statement must explain that the district prohibits race, color, and national origin harassment in the school environment, including all academic, extra-curricular and school-sponsored activities. The statement will encourage students to immediately report incidents of harassment. The statement will also specify that the district will investigate formal and informal complaints of harassment.
 - b) An explanation of how to report harassment and/or file a complaint (formally and informally).
 - c) The name and/or title, mailing address, email address, and telephone number for the district employee(s) responsible (hereinafter “designated staff member”) for handling reports of racial harassment.
 - d) A requirement that the designated staff member document all reports of harassment, and a protocol for school and district-level recordkeeping of each of the reports submitted by the designated staff members.
 - e) An assurance that, upon notice of an allegation of harassment, the district will conduct a prompt, adequate, reliable and impartial investigation and if harassment is found to have occurred, the district will take prompt steps to stop, remedy and prevent recurrence of the conduct, including appropriate discipline of the harassing students consistent with district discipline policies.

2. **Reporting Requirement:** By ___June 30, 2018_____, the district will submit a draft of the procedures revised in accordance with Section A.1 to OCR for review and approval. If OCR requires revisions to the procedures, the District will re-submit the procedures to OCR for review and approval within 30 days of receiving notice of the revisions required by OCR. OCR and the District will follow the same process until OCR approves the District's procedures.
3. Within 45 days of receiving OCR's written approval of the procedures, the district adopt and implement the procedures.
4. **Reporting Requirement:** Within 60 days of receiving OCR's written approval of the procedures, the district will submit to OCR documentation verifying it has adopted and implemented the procedures, including a working link to the procedures on the district's website, if available.

B. Training of Administrators, Teachers, and Staff

1. The district will, in consultation with the local Educational Services District (ESD) or other district resources, develop and implement a plan for a comprehensive on-going training program for all administrators, teachers, and staff at the school, including all playground monitors. The training must include, but need not be limited to, the following:
 - a) the district's policies and procedures regarding discrimination and harassment on the basis of race, color, and national origin;
 - b) what constitutes racial harassment;
 - c) what constitutes a racially hostile environment;
 - d) how to respond to suspected or known racial harassment, including when an employee is required to report harassment and to whom the harassment should be reported;
 - e) how to respond to student complaints of student-on-student racial harassment, including complaints of racial slurs or racial name-calling;
 - f) the contact information (name, title and telephone number) for the designated staff member responsible for addressing questions and handling complaints about racial harassment; and
 - g) notice to all administrators, teachers, and staff that the district's disciplinary code regarding racial harassment will be strictly enforced.
2. **Reporting Requirements:**
 - a) By _June 30, 2018_____, the district will submit to OCR for review and approval the proposed trainer as required for Section B.1 and his or her qualifications.
 - b) Within 30 days of written notification from OCR of its approval of the trainer, the district will submit to OCR for review and approval a copy of the training materials

and agenda to be used. OCR will review the draft materials and agenda and notify the District if revisions are required. If OCR requires revisions, the District will re-submit the draft materials and agenda to OCR for review and approval within 30 days of receiving notice of the revisions required by OCR. OCR and the District will follow the same process until OCR approves the materials and agenda.

- c) Within 45 days of written notification from OCR of its approval of the training materials and agenda, the district will provide documentation to OCR demonstrating that it has provided the training referenced in Section B.1, which will include a copy of all materials presented and distributed during the training, and a certification from the district that all administrators, teachers, and staff at Warrenton Grade School attended the training.

C. Individual Remedies for Students

1. By ___May 30, 2018_____, the district will request a meeting with the student who was the subject of this complaint and the student's parent to discuss steps the district has agreed to take to ensure that all students and staff at the school understand their right to be protected from discrimination, including harassment, on the basis of race, color and national origin. The meeting will also inform the student and parent of the steps taken by the district in response to the incidents of alleged race harassment.
2. **Reporting Requirement:** By __June 30, 2018_____, the district will provide OCR with documentation of its efforts to comply with Section C.1. This will include documentation of the district's invitation request; the student's and parents' response to the district's request; notes from the meeting outlining what steps, if any, the district agreed to take as a result of the meeting; and documentation that the district gave assurances during this meeting that the district does not tolerate discrimination on the basis of race perpetuated by any member of the district's community, including students, teachers and other staff members and administrators.

D. General Provisions

1. The district understands that by signing this agreement, it agrees to provide OCR 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.
2. Upon the district's satisfaction of the commitments made under this Agreement, OCR will close the case.
3. 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 CFR 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.

4. This Agreement will become effective immediately upon the signature of the Superintendent or his designee below.

/s/ _____
Mark Jeffery
Superintendent
Warrenton Hammond School District

_____ May 7, 2018 _____
Date