

VOLUNTARY RESOLUTION AGREEMENT

Shelton School District voluntarily agrees to take the following actions to resolve the complaint (Reference No. 10211050) filed with the U.S. Department of Education, Office for Civil Rights (OCR), under Title VI of the Civil Rights Act of 1964 (Title VI).

I. RESOLUTION PROVISIONS

A. Limited-English-proficient (LEP) Parent Communication

1. Policies and Procedures

The District will review and revise its policies and procedures (procedures) to ensure that LEP parents/guardians are notified, in a language understood by the parents, of school activities and other information and matters that are called to the attention of other parents. Specifically, the procedures will:

- a. describe how the District and individual schools, as necessary, will timely provide such language assistance services as interpreters and written translations to LEP parents, including parents from less predominant language groups;
- b. ensure that the District and individual schools, as necessary, have a process to identify LEP parents who require communication in a language other than English, and that all teachers, administrators, and central office personnel are notified of these LEP parents;
- c. ensure that the District and individual schools, as necessary, have a record keeping procedure to track all requests by LEP parents for language assistance services and that such services are provided in a timely manner; and
- d. ensure that the District and individual schools, as necessary, have a process by which staff may obtain language assistance services in a timely manner, which may include qualified translators or interpreters, onsite translators/interpreters, telephonic translators/interpreters, and effective translation programs.

2. Reporting Provisions

- a. By **February 7, 2022**, the District will submit a draft of the revised procedures and parental notice developed in accordance with section I.A.1 to OCR for review and approval. If OCR requires revisions, the District

will re-submit the revised procedures and notice to OCR 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 revised procedures and notice.

- b. Within 90 days of receiving OCR's written approval of the revised procedures and notice, the District will submit to OCR documentation verifying it has adopted and implemented them, including posting the procedures on the District's website.
- c. By **July 29, 2022**, the District will provide OCR with a list identifying the following for the time period of **January 3, 2022-June 10, 2022**: (i) all parents/guardians who requested language assistance services, including interpreters and written translations; (ii) the school where the child is enrolled; (iii) date of each request; (iv) what services were provided; (v) the date that each language assistance service was provided; and (vi) the name and qualification of the staff member and/or contractor who provided the interpretation or translation service.

3. LEP Parent Notification

The District will notify LEP parents, in a language that the parents can understand, of the availability of free language assistance services with respect to school programs and activities as well as information on how this assistance may be obtained. The notice will be published on the District's and each school's website, in the student and parent handbooks, and in quarterly District-wide newsletters. The notification will also provide LEP parents with a contact person who can answer any questions regarding parental communication and assist parents to access interpreter services or translated documents.

4. Reporting Provisions

- a. By **February 7, 2022**, the District will submit a draft of the parental notice developed in accordance with section I.A.3 to OCR for review and approval. If OCR requires revisions, the District will re-submit the revised parental notice to OCR 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 parental notice.
- b. Within 45 days of receiving OCR's written approval of the parental notice, the District will submit to OCR documentation verifying it has published

the notice on the District's and school's website. Additionally, by **September 20, 2022**, the District shall provide OCR documentation verifying it has published the notice in the student and parent handbooks, and in any District-wide newsletters.

B. Interpreter/Translator Qualifications

1. The District will develop a process to ensure that all interpreters and translators used to provide language assistance services at the District's schools are competent to provide interpretation and translation services and have been appropriately trained on the role of an interpreter and translator, the ethics of interpreting and translating, and the need to maintain confidentiality. The District will maintain documentation to support that the interpreters and translators have the skills and proficiency to interpret and translate in English and a particular non-English language.
2. Reporting Provision

By **February 7, 2022**, the District will provide OCR with a report pursuant to section I.B.1 that describes the process developed to ensure that all its interpreters and translators are competent to provide interpretation services and have been appropriately trained on the role of an interpreter and translator, the ethics of interpreting and translating, and the need to maintain confidentiality.

C. Staff Training

1. The District will provide training for all school administrators and other staff members involved in the provision of interpreter and translation services. The training will include, but need not be limited to, the following topics:
 - a. An overview of the District's obligation under Title VI to provide language assistance services, including interpreters and written translations, to LEP parents, including parents from less predominant language groups.
 - b. Information regarding the specific steps that staff are responsible for implementing under the District's procedures to secure language assistance services for LEP parents, including ensuring that all interpreters and translators are competent to provide interpretation and translation service, and the need to maintain confidentiality.

- c. Information regarding how the District will identify and track LEP parents who require communication in a language other than English.
- d. Information regarding how the District will provide notice to LEP parents of the availability of free language assistance services with respect to school programs and activities.
- e. Information regarding who staff may contact if they have questions regarding communication with LEP parents and access to interpreter services or translated documents.

2. Reporting Provisions

- a. By **February 7, 2022**, the District will submit to OCR for review and approval a copy of the proposed training materials, a description of the topics to be covered in the training, and the name and credentials of the individual(s) who will be responsible for providing the training. If OCR requires revisions to the training materials, the District will re-submit the proposed training materials 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 training materials.
- b. By **September 22, 2022**, the District will provide the training to all school administrators and other staff members involved in the provision of interpreter and translation services.
- c. Within 30 days of providing the approved training to staff regarding the provision of interpreter and translation services, the District will submit to OCR a report identifying the date of the training(s), a list of the names and titles of those in attendance, a list of the names and titles of those administrators and staff members involved in the provision of interpreter and translation services who were not in attendance, and the District's plans for providing the training to those not in attendance.

II. **GENERAL MONITORING PRINCIPLES**

- A. The District understands that by signing this agreement, it agrees to provide OCR data and other information in a timely manner. Further, the District understands that during the monitoring of this agreement, 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. Upon completion of the obligations under this agreement, OCR will close this case.

- B. The District understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this agreement and/or the applicable statutes and regulations. Before initiating such proceedings, including to enforce this agreement, OCR will give the District written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

This agreement will become effective immediately upon the signature of District's representative.

Signed:

/s/

November 8, 2021

Dr. Wyeth Jessee
Superintendent

Date