

**Resolution Agreement
Chesterfield County Public Schools
OCR Complaint #11-14-1175**

Chesterfield County Public Schools (the Division) agrees to fully implement this Resolution Agreement (Agreement) to resolve Office for Civil Rights (OCR) Complaint No. 11-14-1175. This Agreement does not constitute an admission by the Division of a violation of Title IX of the Education Amendments of 1972 (Title IX) or any other law enforced by OCR.

ANTI-HARASSMENT STATEMENT

1. The Superintendent will issue a statement stating that the Division does not tolerate acts of sexual or gender-based harassment. The statement will be announced to all Division students, parents, and staff, will be posted in prominent locations at the Division's schools, and will be published on individual school and Division websites. The statement will encourage any student who believes he or she has been subjected to sexual or gender-based harassment to report the harassment to the Division and will note the Division's commitment to conducting a prompt investigation. The statement will include the appropriate contact information for the designated staff member to whom students and parents may report allegations of harassment. The statement will indicate that counseling and educational resources will be available to both students who are harassed and students found to have engaged in acts of sexual or gender-based harassment; it also will warn that harassers may be disciplined, including, if circumstances warrant, suspension or expulsion. The statement will encourage students, parents, and Division staff to work together to prevent sexual and gender-based harassment. The Division will distribute this statement in languages other than English, as necessary.

REPORTING REQUIREMENTS: By October 31, 2014, the Division will provide a draft of the anti-harassment statement to OCR for review and approval. Within 5 days of OCR's approval of the anti-harassment statement, the Division will issue the statement as required in the immediately preceding provision, and provide OCR with links to the policy posted on school and Division websites and documentation that parents, students, and staff received the statement.

POLICIES AND PROCEDURES

2. The Division will review its sexual and gender-based harassment policies and procedures to determine how to appropriately reinforce that these regulations provide for prompt and equitable resolution of allegations of sex discrimination, including sexual harassment and gender-based harassment as required by Title IX. The Division will revise its policies and procedures as necessary to, at a minimum, provide for:
 - a. Notice to students and employees of the procedures, including: where complaints may be filed; who is subject to the procedures; and that is easily understood, easily located and widely distributed, including the Division's parent and student handbooks;

- b. To whom an allegation of harassment and bullying issues related to sex and gender should be addressed, including name, title and contact information;
- c. Mandatory reporting by teachers, administrators, and staff of alleged sex or gender-based discrimination of which they become aware, including sexual harassment;
- d. Designated and reasonably prompt timeframes for all major stages of the grievance process, as well as the process for extending timelines;
- e. Written notice to the parties of the outcome of the complaint;
- f. Protection against retaliation;
- g. An assurance that the Division will take steps to prevent recurrence of harassment and to correct its discriminatory effects on the complainant and others, if appropriate;
- h. Steps to protect the complainant as necessary, including interim steps before the final outcome of the individual school and/or Division's investigation; and
- i. Notification of the complainant's right to proceed with a criminal investigation and a sexual harassment complaint simultaneously.

REPORTING REQUIREMENT: By November 12, 2014, the Division will provide OCR with its draft revised policies and procedures for review and approval.

- 3. By February 28, 2015, the Division will finalize the policies and procedures and will widely publicize the policies and procedures by sending written notification to students, parents, and employees; at the next regular printing of publications directed at students and parents, publishing the policies and procedures; and posting a link to the policies and procedures in easily accessible locations on the Division's website. In doing so, the Division will ensure that there is a clear explanation, including cross-referencing related policies and procedures, for how a student or parent may file a sexual harassment complaint in the Division and what the complaint processing procedure will be.

REPORTING REQUIREMENT: Within 5 days of finalizing the policies and procedures, the Division will submit to OCR documentation that it has publicized these policies and procedures.

- 4. The Division will develop a written procedure for its staff on how to investigate and respond to student complaints of sexual and gender-based harassment. The procedures will include:
 - a. a process for investigating and documenting harassment issues related to sex and gender, including how to conduct interviews with the alleged harasser, the victim, and other witnesses; the responsibility to keep the parties informed about the status of the investigation; implementation of any interim measures; the standard for determining whether harassment occurred; and notifying the parties of the outcome;
 - b. a direction to follow the Division's investigative procedure regardless of whether the alleged harassment also is being investigated by a School Resource Officer or a law enforcement agency, unless the fact-finding process would impede the law enforcement investigation; in such cases, the Division will implement appropriate interim steps to provide for the safety of the victim and the school community and the avoidance of retaliation, and the Division will promptly resume its Title IX

investigation as soon as notified that the law enforcement agency has completed the evidence gathering portion of its proceeding. The Division must note that the terms of any existing Memorandum of Understanding (MOU) between the Division and a law enforcement agency does not limit the investigation procedure as set forth above;

- c. the creation of a centralized database or location in the Division in which documentation of Division investigations and outcomes of sexual and gender-based harassment allegations are compiled and maintained;
- d. the steps necessary to ensure that the school environment is free from harassment, including disciplinary measures for the harasser, remedies for the victim, and environmental measures for the student body;
- e. a clear statement that some student misconduct that falls under a school's anti-bullying policy also may trigger responsibilities under one or more of the federal antidiscrimination laws, and, by limiting its response to a specific application of its anti-bullying disciplinary policy, a school may fail to properly consider whether the student misconduct also results in discriminatory harassment¹; and,
- f. the Division personnel (by name and title), including that of the Title IX Coordinator, responsible for coordinating schools' responses to student complaints of sexual and gender-based harassment, and a process for notifying the Title IX Coordinator of all reports of sexual and gender-based discrimination, including harassment.

REPORTING REQUIREMENT: By November 12, 2014, the Division will provide OCR with its draft investigation procedure for review and approval.

5. By February 28, 2015, the Division will finalize the procedure and will distribute the procedure to the Title IX Coordinator, all administrators, and any individuals responsible for investigating and/or responding to sexual and gender-based harassment complaints by students and parents.

REPORTING REQUIREMENT: Within 5 days of finalizing the investigation procedure, the Division will submit to OCR documentation that it has distributed the procedure.

SCHOOL-WIDE TRAINING, EDUCATION, AND CLIMATE ASSESSMENT

6. By March 13, 2015, the Division will provide mandatory training to XXXX School (the School) administrators and staff on the Division's sexual harassment policies and procedures and the procedure on how to investigate and respond to student complaints of harassment and bullying issues related to sex and gender.

REPORTING REQUIREMENTS:

- a. By March 2, 2015, the Division will provide OCR with its draft training materials (including presentation materials and trainer identification and credentials) for review and approval.

¹ For additional guidance on this issue, see OCR's 2010 Dear Colleague letter on Harassment and Bullying,

- b. By March 30, 2015, the Division will provide OCR with a copy of the training sign-in sheets.
7. By March 13, 2015, the Division will provide age-appropriate education and training to School students designed to increase awareness of sexual and gender-based harassment and the Division's sexual harassment policies and procedures. The training will inform students of the consequences of sexual and gender-based harassment, explain what they should do if they believe they or another student is being harassed based on sex or gender, and encourage them to report harassment. The education materials will use age-appropriate terminology and the instruction will promote sensitivity to and tolerance of the diversity of the student body, and will specifically address harassment and bullying issues related to sex and gender.

REPORTING REQUIREMENTS:

- a. By March 2, 2015, the Division will provide OCR with its draft training and education materials (including presentation materials and trainer identification and credentials) for review and approval.
 - b. By March 30, 2015, the Division will provide OCR with confirmation that the education and training session occurred.
8. The Division will develop or adopt and administer age-appropriate school climate surveys at the School on an annual basis for students and staff to assess the effectiveness of steps taken pursuant to this Agreement or otherwise by the Division to ensure that it is free of harassment related to sex and gender.

REPORTING REQUIREMENTS:

- a. By December 1, 2014, the Division will provide OCR with its draft climate surveys for review and approval.
 - b. By June 1, 2015, the Division will administer the climate surveys to School students and staff and will provide OCR a summary of the survey results and a description of the steps it will take in response to the results.

SEXUAL HARASSMENT COMPLAINTS

9. The Division will explore opportunities for enhanced communication and collaboration with local law enforcement agencies concerning handling of complaints of harassment and bullying related to sex and gender. Such efforts may include mutually sharing information about: the types of complaints involving unwelcome conduct of a sexual nature that the Division and local law enforcement will investigate, the standard of proof and types of evidence obtained in each type of investigation, and the types of resolution available in each type of case; the Division's and local law enforcement's investigative processes and any areas where they can collaborate in their investigations and/or share evidence; and the manner in which the Division and local law enforcement agencies release findings and the implications of these findings.

REPORTING REQUIREMENT: By March 1, 2015, the Division will provide OCR with documentation showing that it has complied with this provision, including

