

RESOLUTION AGREEMENT
Roanoke City Public Schools
OCR Complaint No. 11-15-1194

Roanoke City Public Schools (the Division) agrees to fully implement this Resolution Agreement (Agreement) to resolve Office for Civil Rights (OCR) Complaint No. 11-15-1194. This Agreement does not constitute an admission by the Division of a violation of Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), or any other law enforced by OCR.

Action Item A: Training

The Division will ensure that all administrators and instructional, counseling, and nursing personnel at XXXXX Middle School and XXXXX High School receive training on the requirements of Section 504 and Title II. The training will emphasize the Division's obligation under Section 504 to identify and conduct an evaluation or re-evaluation of any student who, because of a disability, needs or is believed to need special education and/or related aids and services. A portion of the training will provide examples of situations in which a staff member may need to consider referring a student for a special education evaluation or re-evaluation. The examples will include, but not necessarily be limited to: a new medical diagnosis, behavioral concerns, academic concerns, attendance concerns, social or emotional concerns, or concerns regarding a student's level of engagement during instruction that may be attributable in whole or in part to a disability.

Reporting Requirements:

1. By December 30, 2018, the Division will provide for OCR's review and approval a draft of the agenda and training materials and identify the name, title, and qualifications of the trainer(s).
2. By no later than August 30, 2019, the Division will have completed the training and, within 15 days following the training, will provide OCR with documentation confirming completion of the training, including: (a) the date(s) of each training session(s); (b) a copy of the sign-in sheet(s) or list(s) of names and titles of the Division personnel who participated in each training session; and (c) a copy of the materials distributed during the training.

Action Item B: Notice

The Division will develop and disseminate to all school-level staff at XXXXX Middle School and XXXXX High School a memorandum reminding them of the Division's obligation under Section 504 to identify and evaluate students who need or are believed to need special education and/or related aids and services. The memorandum will also provide examples of situations in which a staff member may need to consider referring a student for a special education evaluation or re-evaluation. The examples will include, but not necessarily be limited to: a new medical

diagnosis, behavioral concerns, academic concerns, attendance concerns, social or emotional concerns, or concerns regarding a student's level of engagement during instruction that may be attributable in whole or in part to a disability. In addition, the memorandum will include the contact information (including name, title, address, telephone number, and email address) for the Division's Section 504 Coordinator, and will direct staff to whom in the Division and/or individual school they should contact if they suspect that, or have questions about whether, a student may need special education and/or related aids and services.

Reporting Requirements:

1. By November 30, 2018, the Division will provide OCR with a copy of the memorandum, for OCR's review and approval to ensure that it complies with the requirements of Action Item B.
2. Within 10 school days of OCR's approval, the Division will provide documentation confirming that the approved memorandum was disseminated to all Division staff identified in Action Item B above.

The Division 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 the Agreement. Further, the Division understands that during the monitoring of this Agreement, if necessary, OCR may visit the Division, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the Division has fulfilled the terms of this Agreement. Upon the Division's satisfaction of the commitments made under this Agreement, OCR will close this case.

The Division 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 will give the Division written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

By: _____/s/_____ Date: November 12, 2018

Superintendent or Designee
Roanoke City Public Schools