

**RESOLUTION AGREEMENT**  
**Richmond County Schools**  
***OCR Complaint No. 11-16-1270***

Richmond County Schools (the District) agrees to fully implement this Resolution Agreement (Agreement) to resolve the allegations investigated in Office for Civil Rights (OCR) Complaint No. 11-16-1270. This Agreement does not constitute an admission by the District of a violation of 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.

1. By November 15, 2019, the District will train all instructional staff and administrators, including but not limited to school counselors, at all middle schools in the District on the District's Section 504 policies and procedures and the requirements of Section 504 and Title II. The training will emphasize the District's obligations under Section 504 and Title II to conduct an evaluation of a student before any significant change in placement, including terminating a student's Section 504 Plan, even if after making all reasonable efforts to include the parent or guardian, the parent or guardian does not respond or chooses not to attend.

Reporting Requirement:

- a. By November 22, 2019, the District will provide OCR with documentation confirming completion of the training, including: (a) the date(s) of each training session(s); (b) a sign-in sheet including the list of names and titles of the District personnel who participated in each training session; (c) all training materials; and (d) the name(s) of the individual who conducted the training and his/her qualifications. If the District decides it would like OCR's feedback in advance, it may provide OCR with a draft copy of the training materials two weeks before the date of the training.
2. By October 1, 2019, after providing proper written notice to the Student's parent/guardian, the District will convene a group of persons knowledgeable about the Student, making all reasonable efforts to include the parent/guardian, to discuss the provision of compensatory and/or remedial services to the Student for the time period the Student did not receive appropriate regular and/or special education or related services, from XXXXX. If the group determines that the Student needs such services, the group will develop a plan for providing timely compensatory and/or remedial services with a completion date not to extend beyond June 15, 2020. The District will provide the Student's parent/guardian with written notice of the outcome of the meeting, including an explanation for decisions made, a description of and schedule for providing compensatory and/or remedial services (if any) to the Student, and notice of the procedural safeguards, including the right to challenge the group's determination through an impartial due process hearing.

Reporting Requirements:

- a. Within one week of the meeting, the District will submit to OCR a copy of the meeting minutes or similar documentation from the meeting, including an explanation

for decisions made, a description of and schedule for providing compensatory and/or remedial services (if any) to the Student, and a list of meeting attendees. The District will also submit to OCR a copy of the written invitation to the Student's parent/guardian and a copy of the notice of the outcome of the meeting that was provided to the Student's parent/guardian.

- b. By July 1, 2020, the District will provide documentation to OCR of the dates, times, and locations that compensatory and/or remedial services were provided (if any), a description of what was provided, and the name(s) of the service provider(s).

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

The District understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this 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.

By: \_\_\_\_\_ Date: 9/18/19  
Dr. Jeff Maples, Superintendent