

RESOLUTION AGREEMENT
Charlotte-Mecklenburg Schools
OCR Complaint No. 11-18-1119

Charlotte-Mecklenburg Schools (the District) agrees to fully implement this Resolution Agreement (Agreement) to resolve Office for Civil Rights (OCR) Complaint No. 11-18-1119. 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.

Action Item A: Notice of Section 504 Meetings

1. By July 31, 2018, the District will develop a procedure/memorandum/guidance document addressing how the District provides notice of Section 504 meetings to ensure that parents/guardians have the best opportunity to attend meetings. The document will include information regarding: how notice is provided (e.g., mail, e-mail, phone call, in person, etc.); how many days in advance notice is provided; procedures for when a parent/guardian does not respond to a notice or does not appear at a Section 504 meeting; and any other best practices the District deems appropriate (e.g., providing multiple forms of notice, a prioritization of the methods of notice, etc.).

Reporting Requirements:

- a. By July 31, 2018, the District will provide OCR with a copy of the document for OCR's review and approval.
 - b. After receiving OCR approval, but no later than August 20, 2018, the District will disseminate the document to all District-level Section 504 staff as well as school-level Section 504 Coordinators.
 - c. Within 5 calendar days of dissemination, the District will provide OCR with a copy of the correspondence sent to staff identified above.
2. By August 31, 2018, or within 30 calendar days of when the School's new Section 504 Coordinator is hired or designated, the District will provide training to the School's Section 504 Coordinator regarding the District's obligation to provide timely notice of Section 504 meetings to parents/guardians. The training will include the same elements as outlined in Action Item A(1) of this Agreement.

Reporting Requirement:

- a. Within 7 calendar days of when the School's Section 504 Coordinator receives the training, the District will provide OCR with a copy of notes summarizing the training that was provided and a copy of all training materials. OCR will review the materials to determine whether the training sufficiently covered the elements outlined in Action Item A(1) of this Agreement.

Action Item B: Individual Remedy for the Complainant

By July 20, 2018, the District will contact the Complainant via letter and email notifying her of her right to request a Section 504 meeting to discuss the Student’s current Section 504 Plan and address any questions she has regarding the provision of regular or special education and related aids and services to the Student.

Reporting Requirement: By July 23, 2018, the District will provide OCR with copies of the letter and e-mail sent to the Complainant.

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 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 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 District written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

By: _____ Date: _____
Dr. Clayton Wilcox
Superintendent or Designee
Charlotte-Mecklenburg Schools