

RESOLUTION AGREEMENT
Loudoun County Public Schools
OCR Case No. 11-18-1124

Loudoun County Public Schools (the Division) agrees to fully implement this Resolution Agreement (Agreement) to resolve Office for Civil Rights (OCR) Case No. 11-18-1124. This Agreement does not constitute an admission by the Division of a violation of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), or any other law enforced by OCR.

1. By September 30, 2018, the Division will train all instructional staff and administrators at the XXXXX (the School) who teach or work with the Student or who may serve as a member of the Student's IEP team at the School regarding the Student's disability and the requirements of the Student's Individualized Educational Program ("IEP"). The training will emphasize the Division's obligations under both Section 504 of the Rehabilitation Act ("Section 504") and the Individuals with Disabilities Education Act ("IDEA") to provide the special education or related aids and services that are required by the Student's IEP with fidelity, and will reference any Division policies or procedures on this topic. A copy of the memorandum outlined in provision two (2) of this Agreement will also be provided during the training.

Reporting Requirements

- a. By August 17, 2018, the Division will provide for OCR's review and approval a copy of the training materials prepared for this provision, including the name(s), title(s), and qualifications of the trainer(s), and any handouts or presentations developed for this training. By September 30, 2018, the Division will complete the training.
 - b. By October 10, 2018, the Division will provide OCR with documentation confirming completion of the training, including: (a) the date of each training session(s) and (b) a sign-in sheet including the list of names and titles of the Division personnel who participated in each training session.
2. The Division will develop and disseminate a memorandum or similar guidance document to all teachers and instructional staff at the School that reminds staff of their obligations under Section 504 and the IDEA to provide the special education or related aids and services that are required by a student's Individualized Educational Program (IEP) or Section 504 Plan and includes the name of a contact person at the Division should staff have any questions.
 - a. By August 17, 2018, the Division will provide OCR for review and approval a copy of the memorandum discussed above.
 - b. By October 10, 2018, the Division will provide documentation to OCR establishing that it has disseminated a copy of the memorandum to those individuals designated in Action Item 2 by hard copy or electronic mail.

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 shall give the Division written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

By: _____ Date: August 1, 2018
Donna M. Smith
Supervisor, Special Education Procedural Support