



**RESOLUTION AGREEMENT**  
**Garland Independent School District**  
**Compliance Review No. 06-20-5001**

The Garland Independent School District (District) has entered into the following agreement (Agreement) with the U.S. Department of Education, Office for Civil Rights (OCR) to resolve the above-referenced compliance review, and to ensure the District's compliance with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Section 1681 et seq., and its implementing regulation, 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex.

**ACTION ITEMS AND REPORTING REQUIREMENTS**

**Action Item 1 – Notice of Nondiscrimination**

The District will review, and will document its review of, its current notice(s) of nondiscrimination (Notice) disseminated to the District's applicants for admissions and employment, students, and employees, to ensure that the contents include all of the information required by the Title IX regulation, and will make revisions, if necessary, to comply with the Title IX regulation.

**Reporting Requirements**

- a. By **September 1, 2023**, the District will provide a copy of its final/revised Notice to OCR for its review and approval.
- b. **Within 60 days of OCR's review and approval**, the District will provide OCR with documentation of the District's dissemination of the approved Notice, including copies of any publications and web links to any electronic publications containing the Notice, and confirmation that the District has reviewed all current District publications containing an older notice of nondiscrimination and replaced any such notice of nondiscrimination with the approved Notice.

**Action Item 2 – Title IX Grievance Procedures**

The District will review, and will document its review of, its current Title IX grievance procedures for the resolution of reports and formal complaints alleging sexual harassment by students, employees, and/or third parties, to ensure that these procedures fully comply with the Title IX regulation, and will make revisions, if necessary, to comply with the Title IX regulation.

**Reporting Requirements**

- a. By **September 1, 2023**, the District will submit for OCR's review and approval its written summary of the review process, along with copies of its Title IX grievance procedures (revised, if necessary).

- b. **Within 60 calendar days of OCR’s approval** of the grievance procedures, the District will submit to OCR documentation demonstrating the adoption of the approved grievance procedures and notification of students, employees and third parties, including copies of the notices issued and the link to the grievance procedures on the District’s website.

### **Action Item 3 – Title IX Recordkeeping**

The District will develop and implement a centralized record-keeping system and procedures that adequately and accurately document and preserve all complaints of sexual harassment and sexual assault. Adequate documentation should reflect all steps taken in an investigation pursuant to Title IX, including, but not limited to, a written or electronic record showing:

1. a copy of the complaint or written description of the incident;
2. a record of when and how the incident or complaint was brought to the attention of the District;
3. documentation showing the date the Title IX Coordinator was notified of the incident/complaint;
4. written notice of grievance process and allegations to both parties;
5. discussion of availability of supportive measures, attempts to provide, and provision of supportive measures;
6. attempts to obtain information from parties and witnesses;
7. attempts to obtain and review physical evidence;
8. data and/or notes generated from review of physical evidence,
9. questions and follow-up questions posed during interviews;
10. interview notes reflecting the answers provided by interviewee;
11. written statements, if any were taken, with date, time, and witness’s signature;
12. the question(s) to which any written statement is responding;
13. a copy of the investigative report;
14. any disciplinary sanctions imposed;
15. documentation of contacts with law enforcement regarding the incident or complaint, and any actions taken by law enforcement, if known to the District;
16. written notice of outcome to all parties; and
17. any appeals and final determinations.

### **Reporting Requirements**

- a. By **September 1, 2023**, the District will provide to OCR its implementation plan for the tracking system. The District agrees to promptly make changes if requested by OCR.
- b. By **January 31, 2024**, the District will provide OCR a progress report and evidence that it has implemented and utilized the tracking system, including any changes identified by OCR.

**Action Item 4 – Processing of Formal Complaints of Sexual Harassment and Sexual Assault**

The District will provide OCR the information detailed below regarding each formal complaint of sexual harassment arising under Title IX including sexual assault filed with the District during 2022-2023, 2023- 2024, and 2024-2025 school years:

- a. the date of the alleged incident, the date the alleged incident was brought to the attention of the District, the date when the Title IX Coordinator was notified of the alleged incident, the nature of the alleged conduct, the identity of the parties (i.e. whether the respondent and complainant are students, employees, or third parties), the current status of the formal complaint, a description of the District’s response to all such formal complaints to include, interim and supportive measures provided to the parties, if the formal complaint is resolved, the date of the notice of outcome to the parties and any findings of responsibility and associated sanctions or remedies provided, and description of law enforcement involvement and any actions taken by law enforcement, if known to the District.
- b. copies of the complete case files corresponding with each formal complaint. “Case files” shall mean the information required by Action Item 3 of this Agreement. The data will be produced and organized as individual files, with all relevant documents for an incident grouped in one discretely labeled location.

**Reporting Requirements**

By **September 1, 2023, June 28, 2024, and June 30, 2025**, the District shall provide to OCR the aforementioned list of information for formal complaints filed during the 2022-2023, 2023-2024, and 2024-2025 school years, respectively, as well as copies of all case files associated with these cases. These items will be produced in electronic format unless otherwise agreed to by OCR.

If OCR concludes that any of the individual case files described herein indicate that the District did not respond to an allegation of sexual harassment in compliance with the Title IX regulation, OCR shall provide notice of these concerns to the District, and the District will promptly remedy the concerns identified by OCR. The District will also promptly provide information regarding the resolution of any such concerns to OCR as requested.

**Action Item 5 – Title IX Training****A. Employee Training**

Once OCR approves the grievance procedures described in Action Item 2, the District will review, and will document its review of, its training as required by the Title IX regulation and training on the District’s grievance procedures to be provided in the 2023-2024 school year, to its Title IX Coordinator(s), investigators, decision-makers, school-level administrators, any person who facilitates an informal resolution process, and any employee who has responsibility for reporting and/or responding to reports or formal

complaints of sexual harassment, including sexual assault, under Title IX. After such review, the District will provide training as required by the Title IX regulation and training on the District's grievance procedures, to its Title IX Coordinator(s), investigators, decision-makers, school-level administrators, any person who facilitates an informal resolution process, and any employee who have responsibility for reporting and/or responding to reports or formal complaints of sexual harassment, including sexual assault. Compliant training must include:

1. The location of the District's Title IX policies and how to direct any students to said policies;
2. The roles and obligations of the different staff members based on their level of responsibility when a report or formal complaint of sexual harassment is made, including where and with whom to report such incidents;
3. Recognizing what reports or complaints might constitute a complaint of sexual harassment, including sexual assault; and
4. The District's procedures and scope of responsibility when there is a pending criminal complaint/investigation.

### **Reporting Requirements**

- a. **Within 60 days of OCR's approval** of the grievance procedures described in Action Item 2, the District will submit to OCR documentation of its review of its training as required by the Title IX regulation and training on the District's grievance procedures, and copies of the materials to be used or distributed during the training.
- b. By **January 31, 2024**, the District will submit to OCR documentation demonstrating that it has provided the employee training and provide OCR the following documentation: the date(s) of the trainings, the name(s) and title(s) of the trainer(s), a copy of any materials used or distributed during the trainings, a sign-in sheet or other evidence of attendance with the names and titles of the individuals who attended the trainings, and a list of the required District employees who did not attend, and a plan for providing follow-up for those employees who did not attend, as needed.

### **B. Student Education**

Once OCR approves the grievance procedures described in Action Item 2, the District will implement a plan to provide age-appropriate student education or other resources districtwide regarding sexual harassment, including sexual assault, and the District's grievance procedures. The education or resources must include:

1. Recognizing what constitutes sexual harassment, including sexual assault;
2. The District's prohibition against such harassment and its obligations when a report or formal complaint of sexual harassment is made;
3. The importance of reporting sexual harassment;
4. How and to whom to report sexual harassment;
5. The prohibition against retaliation for reporting incidents; and
6. The consequences for subjecting individuals to harassment or retaliation.

### **Reporting Requirements**

- a. **Within 60 days of OCR’s approval** of the grievance procedures described in Action Item 2, the District will submit to OCR its plan to provide age-appropriate student education or other resources districtwide regarding sexual harassment, including sexual assault, and the District’s grievance procedures.
- b. By **January 31, 2024**, the District will submit to OCR documentation demonstrating the implementation of the age-appropriate student education or other resources, including copies of the student education and other resources and the following documentation for any live trainings provided: the date(s) of the trainings, the name(s) and title(s) of the trainer(s), a copy of any materials used or distributed during the trainings, and a statement verifying attendance by students.

### **Action Item 6 – Climate Survey**

The District will develop and conduct a climate survey to be distributed to its students and staff as relates to sexual harassment, including sexual assault. The information gathered in these surveys will be used to inform District actions with respect to its Title IX compliance, including whether any additional student or other training is needed to further improve the school climate. The survey will allow for respondents to answer the survey anonymously and include questions designed to gather information regarding:

1. level of perceived safety;
2. knowledge of the process by which students might make reports of sexual harassment;
3. the prevalence of sexual harassment in the School/District;
4. the willingness to report incidents of sexual harassment to District personnel;
5. the perception of the District’s handling of reports and complaints of sexual harassment; and
6. suggestions for reducing incidents of sexual harassment in the School/District and improving the District’s response to reports and complaints of sexual harassment.

### **Reporting Requirements**

- a. By **September 1, 2023**, the District will provide to OCR for review and approval a copy of the proposed school climate survey, along with the District’s description of how the District plans to administer the climate survey.
- b. **Within 60 days of OCR’s approval** of the climate survey, the District will administer the climate survey (for the 2023-2024 school year).
- c. By **November 1, 2024**, the District will administer the climate survey (for the 2024- 2025 school year).

- d. **Within 30 days after the climate surveys are conducted**, the District will provide to OCR: (i) a report summarizing the results of the survey along with summary frequency tables of the responses, and (ii) for OCR’s review and approval a description of further action(s), if any, the District proposes to take in response to the survey results.
- e. **Within 60 days of OCR’s approval** of the District’s proposed action(s), the District will provide documentation sufficient to show its implementation of those actions, including a description of the actions and how they were implemented.

**GENERAL TERMS & PRINCIPLES**

By signing the Agreement, the District agrees to provide data and other information in a timely manner in accordance with the reporting requirements of this Agreement. 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.

The District understands that OCR will not close the monitoring of this Agreement until such time as OCR determines that the District is in compliance with the terms of this Agreement and the statute(s) and regulation(s) at issue in the case.

The District understands that OCR may initiate administrative enforcement proceedings or refer the case to the Department of Justice (DOJ) for judicial proceedings to enforce the specific terms of this Agreement and 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.

The Agreement will become effective immediately upon the signature of the District’s representative below.

\_\_\_\_\_  
District Superintendent or Designee’s Name/Title Printed

\_\_\_\_\_  
/s/  
District Superintendent or Designee’s Signature

\_\_\_\_\_  
July 20, 2023  
Date