

**RESOLUTION AGREEMENT**  
**Pecatonica Area School District**  
**OCR Case No. 05-21-1074**

The Pecatonica Area School District (District) enters into this agreement with the U.S. Department of Education (Department), Office for Civil Rights (OCR), to resolve OCR Case No. 05-21-1074. The District assures OCR that it will take the following actions to comply with the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7, and its implementing regulation at 34 C.F.R. § 100, which prohibits discrimination on the basis of national origin in any education program or activity receiving Federal Financial Assistance.

Action Item 1: Identification and Assessment of EL Students

- A. By August 1, 2022, the District will review and revise and/or develop policies, procedures and practices with respect to the identification and assessment of English Learners (EL). The District will submit to OCR the proposed updated policies, procedures, and practices for review and approval. The policies and procedures will ensure that all EL students are annually assessed, appropriate services are provided, and have an updated Individualized Learning Plan (ILP), as needed. The District will continue to timely administer the Home Language Survey to identify EL students and, if appropriate, conduct applicable EL proficiency assessments.
- B. The District will develop a recordkeeping system that identifies and tracks all EL students in the District. The records should include at a minimum: (a) the date of the initial enrollment/attendance of each student; (b) a copy of the Home Language Survey completed; (c) the date(s) on which each student was assessed; (d) a description of the reason for delay if any assessment took longer than the timeframes specified in the District's procedures; and (e) a copy of the student's ILP and/or information on any EL services the District is providing, including supporting documentation.

Reporting Requirements:

- 1. By August 1, 2022, the District will submit to OCR for review and approval the proposed revised policies and procedures outlined above for identifying and assessing EL students.
- 2. Within 60 days of OCR's approval of the revised policies and procedures, the District will provide to OCR documentation that the revised policies and procedures have been adopted and implemented, including a link to the website at which they can be accessed. The submission will include the date the procedures were implemented and the name of the person or group responsible for implementation.
- 3. By September 30, 2022, the District will submit to OCR copies of the Home Language Survey results and copies of the student(s) ILP(s), with supporting documentation that the appropriate services were identified and provided per the student's ILP.

Action Item 2: Designation of Responsible Staff Member

The District will designate a staff member responsible for the assessment and evaluation of the District's EL program. The staff member will ensure that all EL students receive appropriate EL services identified in their ILPs and oversee the implementation of ILPs. The staff member will also be

responsible for monitoring student progress and will routinely register students for assessment tests. The District will post the staff member's contact information on the District's website and provide the contact information to the parents and/or guardians of EL students.

Reporting Requirements:

1. By August 1, 2022, the District will submit for OCR's review and approval the job description for the designated staff member pursuant to this Item.
2. Within 30 days of the District's selection of the individual for this position, the District will provide OCR with the name and qualifications of the individual selected and will provide to OCR documentation demonstrating that the individual's name and contact information is posted on the District's website, and a copy of the notification sent to the parents and/or guardians of District EL students.

Action Item 3: Providing a Procedure for the Effective Monitoring of EL Students

By August 1, 2022, the District will review, revise and/or develop, as necessary, its procedures for monitoring EL students. The District will submit to OCR for review and approval drafts of the updated procedures. Specifically, the District will outline the process the District will follow to determine when an EL student has obtained sufficient proficiency in English reading, writing, speaking, and comprehension skills. The District will also detail the methods by which District staff members are providing necessary services to EL students and the process and criteria they will use to periodically monitor, track, and review the academic progress of EL students throughout the academic school year, including a review of grades, progress reports, test scores, and other assignments. In a website posting and newsletter or other similar process used for parent communications, the District will notify parents and guardians of EL students of its updated procedures for monitoring EL students.

Reporting Requirements:

1. By August 1, 2022, the District will submit to OCR its procedures outlined above to effectively monitor EL students for OCR's review and approval.
2. Within 60 calendar days of receipt of notice of OCR's approval of the District's updated procedures, the District will provide OCR documentation that it has adopted and implemented the procedures, a link to the website posting and a copy of the notification sent to District parents and guardians of EL students.

Action Item 4: Training to Staff

By November 1, 2022, the District will provide training to appropriate District staff members on the new EL assessment and monitoring procedures. The District will conduct a survey or other assessment after the training to ensure individual staff understanding of the assessment and monitoring procedures.

Reporting Requirement:

By November 30, 2022, the District will submit to OCR documentation that the training has been completed. The documentation will include the names and titles of the trainers, a copy of any

materials used and/or distributed at the training, and the name and title of each District staff who attended the training. By November 30, 2022, the District will also provide OCR with a copy of the results of the post-training survey or assessment.

Action Item 5: Individual Remedy

- A. Within 10 days of signing the Agreement,  
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XXX.
  
- B. Within 30 days of signing the Agreement,  
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Reporting Requirement:

- 1. Within 15 days of signing the Agreement,  
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- 2. XXX  
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- 3. XXX  
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XXXXXXX. Within 60 days  
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**Conclusion**

The District understands that by signing this Agreement, it agrees to provide data and information in a timely manner in accordance with the reporting requirements of this 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 terms and obligations under this Agreement, OCR will close the case.

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The District understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statutes and regulations. 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.

This Agreement will become effective immediately upon the signature of the Superintendent or her designee below.

\_\_\_\_\_  
Superintendent  
Pecatonica Area School District

\_\_\_\_\_  
Date