

## SECTION 504

### COMPLAINT PROCEDURE

Chatfield Public Schools, in compliance with Section 504 of the Rehabilitation Act of 1973, prohibits discrimination on the basis of a handicapping condition. If any person believes Chatfield Public Schools or any of the District's staff have violated the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, they may forward a complaint in accordance with the following procedure. This procedure does not preclude informal solutions or restrict the right of the complainant to file formal complaints with state and federal agencies or to seek private counsel for complaints alleging discrimination at any time.

*If discrimination is determined to have occurred, the District will take prompt action to correct any effects of the discrimination and to prevent further occurrences.*

#### COMPLAINT PROCEDURE:

**Step One:** The complainant must submit a signed, written Statement of Complaint or a verbal complaint to the District 504 Coordinator. The Statement of Complaint must fully set out the circumstances giving rise to the alleged complaint and include a statement of the relief sought by the complainant. The Statement of Complaint shall be filed within thirty (30) calendar days of the alleged violation. A Statement of Complaint filed beyond thirty (30) calendar days of the alleged violation may not be considered.

**Step Two:** The District 504 Coordinator will conduct an investigation of the allegations(s). The parent, student, employee or third party against whom the complaint is alleged will be given fair opportunity to present evidence, including witnesses, relevant to the issues raised in the complaint. The investigation will be completed and a written report of findings and recommendations shall be given to the complainant within thirty (30) calendar days of receipt of the Statement of Complaint. If the District 504 Coordinator is the subject of the written complaint, the Superintendent will appoint an impartial investigator who will conduct the investigation.

**Step Three:** If the complaint is not satisfactorily resolved following Step Two, an appeal may be made in writing to the Superintendent of Schools within five (5) calendar days after the receipt of the written findings and recommendations. The Superintendent will review the written findings and recommendations in light of the issues raised by the complainant, and provide the complainant a written decision within ten (10) working days following receipt of the appeal.

*If the complaint is not satisfactorily resolved following Step Three, further appeal may be made to the Office for Civil Rights/Chicago Office (Region V)/US Department of Education/500 W Madison Street Suite 1475/Chicago IL 60661/Phone: 312-730-1560/Fax: 312-730-1576/TDD: 312-730-1609/Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)*

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