

PUBLIC NOTICES

CHATFIELD SCHOOLS

2018-2019

WWW.CHATFIELD.K12.MN.US

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).
- 2) has a record of such an impairment; or
- 3) is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Chatfield School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

For a copy of the Complaint Procedure and/or Notice of Parent-Student Rights please visit our webpage: www.chatfield.k12.mn.us or contact one of the following persons:

Luann Klevan, Section 504 Coordinator

lklevan@chatfield.k12.mn.us

507-867-4210 x5022

Craig Ihrke, Elementary Principal

c ihrke@chatfield.k12.mn.us

507-867-4521 x4012

Randy Paulson, High School Principal

rpaulson@chatfield.k12.mn.us

507-867-4210 x5053

Ed Harris, Superintendent of Schools

eharris@chatfield.k12.mn.us

507-867-4210 x5011

VOCATIONAL OPPORTUNITIES



The Chatfield Public Schools at Chatfield High School offers a variety of vocational opportunities through the Agricultural & Horticulture Education, Business Education, Industrial Technology and Family & Consumer Science Departments.

This notice is to inform students, employees, and the public that these opportunities are offered regardless of race, color, national origin sex or disability.

Admission in the specific courses is determined by grade level, and in some cases completion of prerequisite courses.

The Chatfield Public Schools has designated the following individuals to coordinate compliance with the federal laws Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.

UNLAWFUL RACE, SEX, OR DISABILITY DISCRIMINATION

COMPLAINT PROCEDURE

Chatfield Public Schools prohibits discrimination on the basis of race, sex or disability. If any person believes Chatfield Public Schools or any of the District's staff have violated any principles and/or regulations, they may bring forward a complaint in accordance with the following procedure. The procedure does not preclude informal solutions or restrict the right of the complainant to file formal complaints with the 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 Human Rights Officer. 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 Human Rights Officer 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 Human Rights Officer 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 Minnesota Department of Education/Commissioner/1500 Highway 36 West/Roseville MN 55113-4266/Phone: 651-582-8200/Email: mde.commissioner@state.mn.us/Web site: <http://education.state.mn.us/mde/index.html>.

HUMAN RIGHTS OFFICER:

Ed Harris, Superintendent
Chatfield Public Schools
205 NE Union Street/Chatfield
MN 55923
Phone: 507-867-4210 x5011
Email: eharris@chatfield.k12.mn.us

NOTIFICATION OF RIGHTS UNDER THE FAMILY

EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")

The Family Educational Rights and Privacy Act (FERPA) provide rights related to educational records to parents of students currently in attendance and to 18-year-old students currently in attendance. This Act gives the parent, guardian, or 18-year-old student the right to: 1) inspect and review the student's educational records; 2) make copies of these records; 3) ask for an explanation or interpretation of any item in the records; 4) consent to the disclosure of personally identifiable information in the student's records that is not otherwise authorized to be disclosed without consent; 5) ask for an amendment to any record on the grounds that it is inaccurate, misleading or violates the student's privacy rights; 6) a hearing on the issue if the school refuses to make the amendment; and 7) file a complaint with the U.S. Department of Education under 34 C.F.R. §§ 99.63 and 99.64 concerning alleged failures by the school district to comply with the federal data privacy requirements.

Please see District Policy No. 515, available on the District website or through the District office, for further information.

The District may disclose private educational data on students to school officials who have a legitimate educational interest in the information without obtaining the student's or the parent's consent. The District, without consent, may disclose a student's educational records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

REQUEST TO DENY PUBLIC ACCESS TO DIRECTORY INFORMATION

Under FERPA, a parent/guardian of a student attending the school district or an 18-year-old student attending the district may restrict the release of student data by completing a form on an annual basis. The form is available from the Building Principal or the District Office.

A. STUDENT DATA/DIRECTORY INFORMATION:

Pursuant to the Family Educational Rights and Privacy Act and Minnesota Statutes section 13.32, Independent School District 227, Chatfield, designates the following as "directory information", which shall be classified as public information:

- Name of Student
- Address
- Telephone Listing
- Email Address
- Photographs and Videos
- Date and Place of Birth
- Field of Study
- Dates of Attendance
- Grade Level
- Enrollment Status
- Participation in School Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors and Awards Received
- Other Schools or Institutions Attended
- Parent/Legal Guardian Name, Address and Telephone Number(s)

Directory information regarding students may be posted on the District's social media site(s), published in the yearbook, newsletters, published in the newspaper or otherwise made available to the public.

PUBLICATIONS: If you wish to restrict the release of any of the above student data, you may restrict

the publication by completing a form on an annual basis. Upon objection, such data will not be released for any purpose including, but not limited to the following, except as permitted by law:

- Requests from post-secondary institutions including scholarship mailings
- Mailing list requests from PTSAs
- Sporting programs/newsletters
- School newsletters and related publications, including, but not limited to:
 - Honor and merit rolls list
 - School newspaper articles
 - Specials awards
 - Yearbook (inclusion in)
 - Graduate list
 - Web page publishing

Please be advised that despite a request to restrict the release of Directory information educational data may still be released pursuant to other provisions of state and federal law or pursuant to a court order or subpoena. Please see District Policy No. 515 for further information.

B. ARMED SERVICES – GRADES 11 AND 12 ONLY: The Minnesota Legislature has amended the Data Practices Act, M.S. 13.32, Subd. 5a, stating that schools must now release to military recruiting officers the names, addresses and home telephone numbers of students in grades 11 and 12, UNLESS the parent/guardian or student has specifically stated that the information must be withheld. The School District has created a form specifying what directory information can be withheld is available from the Building Principal or the District Office.

Chatfield Public Schools Policy ~

Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district or such other background checks as provided by this policy. The school district will also do background checks of volunteers, independent contractors and student employees in the school district.

The school district shall require that applicants for school district positions who receive an offer of employment submit to a

criminal history background check. The offer of employment shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with the school district.

The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees or applicants without the consent of such individuals.

Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, independent contractors and student employees.



All District Policies
& Public Notices
can be viewed on
our website or in
the district office

www.chatfield.k12.mn.us (click
on District Information)

205 NE Union Street
Chatfield MN 55923
507-867-4210 x5010