

UNLAWFUL RACE, SEX, OR DISABILITY DISCRIMINATION COMPLAINT PROCEDURE

Chatfield Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

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.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

KNOW YOUR RIGHTS

Sara Duxbury, Title IX Coordinator
sduxbury@chatfieldschools.com
507-867-4210 x5054

Shane McBroom, Elementary Principal
smcbroom@chatfieldschools.com
507-867-4521 x4012

LuAnn Klevan, Section 504 Coordinator
lklevan@chatfieldschools.com
507-867-4521 x5022

Eric Nelson, High School Principal
enelson@chatfieldschools.com
507-867-4210 x5204

Edward Harris, Superintendent
eharris@chatfieldschools.com
507-867-3240 x5011

CHATFIELD PUBLIC SCHOOLS
205 NE Union Street
Chatfield MN 55923
www.chatfieldschools.com

If the complaint is not satisfactorily resolved further appeal may be made to:

Minnesota Department of Education-Commissioner
1500 Highway 36 West Roseville MN 55113-4266
Phone: 651-582-8200

Email: mde.commissioner@state.mn.us

Website: <http://education.state.mn.us/mde/index.htm>