

## 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 complaints 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 allegation(s). The parent, student, employee or third party against whom the complaint is alleged to be given fair opportunity to present evidence, including witnesses, relevant to the issues raised in the complaint. The investigation will be completed a written report of the findings and recommendations shall be given to the complaint 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 satisfactory 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 with a written decision within ten (10) working days following receipt of the appeal.

*If the complainant is not satisfactorily resolved following Step Three, further appeal may be made to:*

Office of Civil Rights, Chicago Office (Region V)  
U.S. Department of Education  
500 W. Madison Street Suite 1475  
Chicago, Illinois 60661  
PHONE: (312) 730-1560 FAX: (312) 730-1576 TDD: (312) 730-1609  
EMAIL: [OCR.Chicago@edu.gov](mailto:OCR.Chicago@edu.gov)

# CHATFIELD PUBLIC SCHOOLS

*Proud of the past, providing for the future.*  
I.S.D. NO. 227

SARA KLING-PUNT  
K-12 Section 504 Coordinator  
[skling-punt@chatfieldschools.com](mailto:skling-punt@chatfieldschools.com)  
507-867-4210

ERIC NELSON  
High School Section 504 Director  
[enelson@chatfieldschools.com](mailto:enelson@chatfieldschools.com)  
507-867-7115

SHANE MCBROOM  
Elementary Section 504 Director  
[smcbroom@chatfieldschools.com](mailto:smcbroom@chatfieldschools.com)  
507-867-4521 x4012

EDWARD HARRIS  
Superintendent of Schools  
[eharris@chatfieldschools.com](mailto:eharris@chatfieldschools.com)  
507-867-4210 x5011