

Complaint Procedure Section 504

Northfield 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 Northfield 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 bring 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 1

The complainant must submit a signed, written Statement of 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 2

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 will be given full and 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 3

If the complaint is not satisfactorily resolved following Step 2, an appeal may be made in writing to the Superintendent of Schools within five (5) calendar days after 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 3, further appeal may be made to the Office of Monitoring and Compliance, Minnesota Department of Education; or to the U.S. Office of Civil Rights:

Office of Monitoring and Compliance
MN Department of Education
1500 Hwy 36 West
Roseville, MN 55113

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661