



# VERMILION COUNTRY SCHOOL

P.O. Box 629; Tower, MN 55790  
218-753-1246 Office

## **Section 504 Complaint Process**

### **A. Introduction**

Vermilion Country School, District 4207, in compliance with Section 504 of the Rehabilitation Act of 1973, prohibits discrimination on the basis of disability. Policy 521 addresses this issue and is contained below:

### **STUDENT DISABILITY NONDISCRIMINATION**

#### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
  
- B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
  
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.



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- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions, comments, or complaints should contact Tamera Pulver, Special Ed Coordinator: 105 Meadow Lane North; Minneapolis, MN 55422 612-356-6593 regarding grievances or hearing requests regarding disability issues. This person is the school district's Americans with Disabilities Act/Section 504 Coordinator. The alternate 504 Coordinator, should the subject of the complaint be the primary 504 Coordinator, is Jodi Summit, School Board Chair. P.O. Box 629; Tower, MN 55790. 218-753-2950.

#### B. Complaint process

If any person – parent/guardian, student, employee, applicant, or other beneficiaries - believes Vermilion Country School or any of the school's employees have violated Section 504 of the Rehabilitation Act of 1973, they may file a complaint in accordance with the following process. Complaints do not have to be in writing, they may be verbal. Informal solutions are allowed prior to filing. However, the complainant may file formal complaints with state and federal agencies or to seek private counsel for complaints alleging discrimination at any time. This process may be used for all discrimination complaints.

##### Step 1

The complainant may submit a signed, written 504 Complaint Form 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 complaint may also be verbal.

##### Step 2

The District 504 Coordinator will conduct an investigation of the allegation(s). The 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 or verbal



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complaint. If the District 504 Coordinator is the subject of the written complaint, the School Board Chair 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 School Board Chair within five (5) calendar days after receipt of the written findings and recommendations. The School board Chair 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 – MN Department of Education; or 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 West Madison Street, Suite 1475  
Chicago, IL 60661