



**Arcadia Charter School**  
**1719 Cannon Rd.**  
**Northfield MN 55057**  
**Tel: 507 663-8806**

**Section 504 Complaint Procedure**

4091: Arcadia Charter School, in compliance with Section 504 of the Rehabilitation Act of 1973, prohibits discrimination on the basis of a mental or physical impairment. If any person believes 4091: Arcadia Charter School 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.

*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 grievant 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 grievant. 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.

**District 504 Coordinator: Lisa Malecha**

**Address: 1719 Cannon Road, Northfield MN 55057**

**Phone: 507-663-8806**

**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 grievant 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 grievant, and provide the grievant a written decision within ten (10) working days following receipt of the appeal.

This procedure does not deny the right of the grievant to file a formal complaint at any time in federal court or with the Minnesota Department of Human Rights or the U.S. Department of Education. Changes in the law, including timelines for filing a complaint, may affect your rights.

Minnesota Department of Human Rights  
 Freeman Building  
 625 Robert St. North  
 St. Paul, MN 55155  
 (800) 657-3704  
 Fax: (651) 296-9024  
 TTY: (651) 296-1283

Office for Civil Rights, Chicago Office (Region V)  
 U.S. Department of Education  
 500 W. Madison Street, Suite 1475  
 Chicago, IL 60661-4544  
 (312) 730-1560  
 Fax: (312) 730-1576  
 Email: OCR.Chicago.ed.gov

Complaints alleging employment discrimination may be filed with:

U.S. Equal Opportunity Commission  
 330 South 2nd Avenue, Suite 720  
 Minneapolis, MN 55401-2224  
 (800) 669-4000  
 Fax: (612) 335-4044  
 TTY: (800) 669-6820