

**STUDENT  
SERVICES  
MANUAL**

**CARROLL COUNTY PUBLIC SCHOOLS  
NOTICE OF NON-DISCRIMINATION**

The Board of Education of Carroll County in its operation of the Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons in its employment practices or in the provision of services, programs, or activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

CCPS maintains all of its policies and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and Title 20 of the State Government Article of the Annotated Code of Maryland.

No person will be denied admission to any school or to any program or course of study in CCPS on a basis that is contrary to any of the above stated laws.

---

**TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964**

Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination in the provision of programs and services (Title VI) and in employment practices (Title VII). All students and employees in the CCPS are covered by these laws. They require that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding race, color, or national origin.

For questions or concerns regarding Titles VI and VII, please contact one of the following:

Dana Falls  
Director of Student Services  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3123

Jimmie Saylor  
Director of Human Resources  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3070

---

**TITLES I AND II OF THE AMERICANS WITH DISABILITIES ACT**

The CCPS does not discriminate on the basis of disability in employment or provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop  
Director of Facilities  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3177

Carey Gaddis  
Supervisor of Community & Media Relations  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3020

---

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students' rights related to Section 504 of the Rehabilitation Act of 1973 should be addressed to the CCPS 504 Coordinator. All other Section 504 related questions should be addressed to the Director of Research and Accountability.

M. Dona Foster  
Supervisor of Compliance and Quality  
Control /504 Coordinator  
125 North Court Street  
Westminster, Maryland 21157  
(410) 386-1822

Gregory J. Bricca  
Director of Research and  
Accountability  
125 North Court Street  
Westminster, Maryland 21157  
410.751.3068

---

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students.

For questions or concerns regarding Title IX, please contact one of the Title IX Coordinators.

Judy Klinger  
Supervisor of School Counseling  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3125

James Rodriguez  
Supervisor of Athletics  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3059

---

**NON-DISCRIMINATION GRIEVANCE PROCEDURE**

The CCPS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the CCPS or any of its employees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances or complaints related to allegations of discrimination should be addressed to the Director of Research and Accountability.

Gregory J. Bricca  
Director of Research and Accountability  
125 North Court Street  
Westminster, Maryland 21157  
410.751.3068

**Procedure:**

- Grievances must be submitted to the Director of Research and Accountability within 20 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Director of Research and Accountability (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Research and Accountability will maintain the files and records for the CCPS relating to such grievances.
- The Director of Research and Accountability (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Director of Research and Accountability (or her/his designee) by writing to the Superintendent of Schools within 15 days of receiving the written decision from the Director of Research and Accountability (or her/his designee). The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission, or the Maryland Commission on Human Relations. In addition, employees may submit a grievance in accordance with the terms of their negotiated collective bargaining agreements. The CCPS will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recording of material for the blind, or assuring a barrier-free location for the proceedings. The Director of Research and Accountability will be responsible for such arrangements.