
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY JFH: Section 504 GRIEVANCE PROCEDURE FOR PROGRAM
ACCESS AND ADMISSION FOR STUDENTS WITH
DISABILITIES**

Any student with a disability who alleges a violation of his/her rights to access or admission to program(s) or activities offered for the general student body may file a grievance by pursuing the following administrative procedures:

1. The student should discuss the grievance with the principal at the local school providing how they feel they have been denied access to the program(s) or activities.
2. The principal shall render a decision in writing to all parties involved within five (5) school days of the appeal.
3. The student, and/or his representative(s) may appeal the decision of the principal in writing to the Superintendent/designee within ten (10) school days of the appeal.

The student and/or representative(s) has the right to discuss any problems or concerns frankly with the administration without fear of retribution.

At any time in the process, the student and/or their representative(s) has the right to make a formal appeal to the Office of Civil Rights for the Maryland region.