

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-43
Subject: AMERICANS WITH DISABILITIES ACT (ADA) COMPLAINT PROCEDURE FOR EMPLOYEES AND APPLICANTS	Date of Issue: 1/25/93
Preparing Office: Office of the Superintendent	Amended: 10/13/99

I. Policy

II. Procedures

- A. If an applicant or employee has an Americans with Disabilities Act (ADA) concern or complaint, he/she may file a written complaint with the director of human resources. This procedure is intended to provide a prompt and equitable resolution of complaints alleging that the school system has violated the Americans with Disabilities Act or the accompanying federal regulations.
- B. The director of human resources will investigate the complaint. As part of the investigation, the director of human resources may interview or take evidence from the complainant and affected parties and shall attempt to resolve the complaint informally. If the matter is not resolved informally, a written opinion will be issued within thirty (30) days of the receipt of the complaint. The complainant may appeal that opinion to the Superintendent of Schools.
- C. The Superintendent of Schools, or designee, will review the matter and issue a decision within thirty (30) days.

NOTE: Cross-reference Regulation 400-66 *Section 504 of the Rehabilitation Act of 1973 - Implementation Guidelines*

Approved:

original signed by

Jack D. Dale
Superintendent