

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 515.4
STUDENTS**

STUDENT EDUCATION RECORDS

Procedures for Challenging the Content of the Education Records of a Student
in the Carson City School District

- A. Parent(s) or guardian(s) of students or students if eighteen (18) years of age or older (both hereafter referred to a “Complainant”) have the right to a hearing to challenge the content of the student’s education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. No challenge shall be allowed under these procedures to the grade given the student’s performance in a course.
- B. Parents or eligible students who wish to ask the School to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a meeting with the District Superintendent.
- C. Complainants challenging the decision of a School Principal on a request to amend education records shall be filed with the Superintendent of the Carson City School District (hereafter referred to as “Superintendent”). The complaint shall contain a brief statement specifying the education records which are challenged and the basis for the challenge.
- D. Within fifteen (15) calendar days following the receipt of a complaint, an informal meeting and discussion shall be scheduled with the Complainant to settle the dispute. Each time the term “days” is used in this regulation, it refers to “school days” during the school year or to “work days” during summer vacation.
- E. If after the information meeting no settlement is reached which is satisfactory to the Complainant, the Complainant may request a formal hearing regarding the student’s records. Such request shall be filed in writing with the Superintendent within ten (10) days after such meeting.
- F. Upon receipt of a request or a formal hearing regarding the content of an education record, a date shall be set for the hearing which shall be no more than twenty (20) days following receipt of such request.

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- G. The Complainant shall be notified in writing of the date, time and place set for the hearing. Such notice shall be mailed to the Complainant no later than ten (10) days prior to the date set for the hearing.
- H. The hearing shall be conducted by a person (hereafter referred to as the "Hearing Officer") appointed by the Superintendent. The Hearing Officer may be an official or employee of the District, but must not have any direct interest in the outcome of the hearing.
- I. Hearings shall be conducted by the Hearing Officer in an informal manner. Technical rules of evidence shall not apply and witnesses need not give testimony under oath. All relevant and material evidence is admissible and will be considered according to the circumstances, credibility and relevancy.
- J. The parties, or their representatives, shall present their respective positions by written and/or oral evidence. Either party shall have the right to cross examine witnesses presented by the other. Both parties shall have the right to the presence and participation of legal counsel.
- K. Unless otherwise requested by the Complainant, a hearing shall be considered confidential and shall be closed except for the parties, their witnesses, and legal counsel if asked.
- L. No written transcript of any hearing shall be made; however, at the request of either party, a recording device may be utilized to record the proceedings.
- M. The Hearing Officer shall notify the Complainant of his or her decision in writing within five (5) days after the hearing unless, in his or her judgment, additional time is required. The decision shall include the reason or reasons for the Hearing Officer's determination and indicate the evidence upon which the decision is based.
- N. The Hearing Officer shall forward a copy of the decision to the Superintendent, along with his or her recommendations, if any, for corrections to or deletions from the education records of the student involved and the student's records shall be changed accordingly.
- O. If, upon receipt of the decision and recommendations of the Hearing Officer, the Complainant is still dissatisfied with the content of the education records, the Complainant may insert into such records an explanation respecting its content. Such an explanation statement shall be on a form supplied to the Complainant by the District upon request.

Adopted: May 9, 1995
Revised: December 19, 2007
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