

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 301
CERTIFIED STAFF**

**EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION
COMPLAINT PROCEDURE**

Any student or employee of the Carson City School District who believes they have been discriminated against, denied a benefit, or excluded from participation in any District education program or activity because of a handicapped condition, as guaranteed by Section 504 of the Handicap Rehabilitation Act of 1973; age, racial or religious bias as guaranteed by Title IX of the Civil Rights Act of 1964; disability as described by Title I of the Americans with Disabilities Act (ADA); or sexual discrimination as described by Title IV of the Educational Amendments of 1972; may file a written complaint with the appropriate District compliance officer as indicated on the Complaint Form. A compliance committee composed of three (3) persons designated by the Superintendent shall review the written complaint and hear evidence concerning the complaint, if necessary. A written decision shall be made by the committee within ten (10) days after the receipt of the complaint or the close of the hearing, whichever last occurs, and mailed to the complainant by registered mail.

If the complainant is not satisfied with the decision, he or she may submit a written appeal to the Superintendent within ten (10) working days after receipt of the written decision indicating with particularity the nature of disagreement with the decision and their reasons underlying such agreement. The Superintendent or their designee shall consider the appeal within ten (10) working days after receipt of the appeal on the basis of a record presented before the committee and shall provide the complainant with a written decision by registered mail within twenty (20) working days following receipt of the written appeal.

If the complainant is not satisfied with the decision of the Superintendent, they must, within ten (10) working days of receiving the decision, file a request with the appropriate compliance officer for a review by the Board of Trustees of the record previously presented at the hearing at the committee's level. The Board of Trustees shall review the record presented at the hearing at the committee's level at their next regularly scheduled meeting allowable under NRS 241.020. The Board of Trustees may make a decision at the same or may make a decision at their next regularly scheduled meeting. The decision of the Board of Trustees shall be in writing and delivered to the complainant by registered mail. The Board's decision shall be final.

Copies of the Complaint Form and the Disposition Form are attached and, as such, are a part of this regulation.

Adopted: August 24, 1993