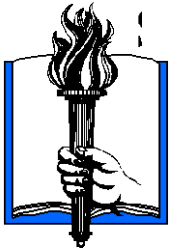


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>Hearing Procedures for Challenges to Student Records</b>	<b>STU 38</b>	<b>5/19</b>
<b>Revised:</b>		

1 Parents or eligible students who wish to ask the school to amend a record should write the school  
 2 principal, clearly identify the part of the record they want changed, and specify why it should be  
 3 changed. If the school decides not to amend the record as requested by the parent or eligible  
 4 student, the school will notify the parent or eligible student of the decision and of their right to a  
 5 hearing regarding the request for amendment. Additional information regarding the hearing  
 6 procedures will be provided to the parent or eligible student when notified of the right to a  
 7 hearing.

8  
9

10 **HEARING PROCEDURES**

11

12 A hearing may be requested only on the grounds that the information contained in the education  
 13 records is inaccurate, misleading, or in violation of the privacy rights of the student.

14

15 If, as a result of the hearing, the Murfreesboro City Schools decides that the information is  
 16 inaccurate, misleading, or otherwise in violation of the privacy rights of the student, MCS shall  
 17 amend the record accordingly; and inform the parent or eligible student of the amendment in  
 18 writing.

19

20 If, as a result of the hearing, the Murfreesboro City Schools decides that the information in the  
 21 education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of  
 22 the student, MCS shall inform the parent or eligible student of the right to place a statement in  
 23 the record commenting on the contested information in the record or stating why the parent or  
 24 eligible student disagrees with the decision of the hearing panel.

25

26 If an educational agency or institution places a statement in the education records of a student  
 27 under paragraph (b)(2) of this section, MCS shall maintain the statement with the contested part  
 28 of the record for as long as the record is maintained; and disclose the statement whenever it  
 29 discloses the portion of the record to which the statement relates.

30

31 The hearing must meet, at a minimum, the following requirements:

32

33 (a) The hearing must be held within a reasonable time after MCS has received the request for the  
34 hearing from the parent or eligible student.

35  
36 (b) MCS shall give the parent or eligible student notice of the date, time, and place, reasonably in  
37 advance of the hearing.

38  
39 (c) The hearing may be conducted by any MCS administrative staff member who does not have a  
40 direct interest in the outcome of the hearing.

41  
42 (d) MCS shall give the parent or eligible student a full and fair opportunity to present evidence  
43 relevant to the issues raised under 34 CFR §99.21. The parent or eligible student may, at their  
44 own expense, be assisted or represented by one or more individuals of their own choice,  
45 including an attorney.

46  
47 (e) The hearing panel must make its decision in writing within a reasonable period of time after  
48 the hearing. The decision must be based solely on the evidence presented at the hearing, and  
49 must include a summary of the evidence and the reasons for the decision.

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51  
52 Board Policy Reference 6.602