



Administrative Procedure 5710  
**REMOVAL OF A STUDENT RECORD -  
Non-Substantiated Bullying Accusation**

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**Responsible:** Office of Information Technology

## **PURPOSE**

This administrative procedure describes the process for the removal of information where a bullying violation is found not to have occurred from the record of the reported offender in the Washoe County School District ("District" or "WCSD").

## **PROCEDURE**

1. Annually, at the end of the school year, the Office of Accountability will compile the statistics necessary for state and federal reporting requirements. Upon completion, the Office of Accountability will notify the Office of Information Technology and the Office of the General Counsel.
2. The Office of Information Technology will generate a list from the District's electronic student records database ("Infinite Campus") of reported offenders in bullying investigations where a bullying violation was determined not to have occurred. This list shall identify the reported offenders, if any, that had an active Individualized Education Plan (IEP) at the time of the incident.
3. The Office of Information Technology will provide the list of reported offenders that have an IEP to the Department of Student Accounting and the Office of the General Counsel.
4. The Department of Student Accounting will, not later than thirty (30) days after receiving the list, send out letters to the parents/guardians of the reported offenders that have an IEP to give notice that there will be an alteration to their student's permanent record.
5. Sixty (60) days after providing the list of reported offenders that had an active IEP to the Department of Student Accounting, the Office of Information Technology will delete the information concerning the incident from the record of the reported offenders.

## **DEFINITIONS**

1. The term "reported offender" used in this procedure has the same meaning as the term "reported aggressor" as used in Nevada Revised Statutes (NRS) Chapter 388 related to a Safe and Respectful Learning Environment.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District, to include:

- a. Board Policy 5700, Safe and Respectful Learning Environment
- 2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 388 related to a Safe and Respectful Learning Environment.

**REVIEW AND REPORTING**

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

**REVISION HISTORY**

Date	Revision	Modification
5/3/2018	1.0	Adopted