

WITHHOLDING OF GRADES, TRANSCRIPTS, AND DIPLOMAS

Grades, transcripts, and diplomas of pupils responsible for damage or loss of school property may be withheld. If the pupil and parent are unable to pay their financial obligation, the principal shall provide a program of voluntary work for the pupil in lieu of payment of monetary damages. When financial obligations are met, either by the pupil or parent, grades, transcripts, and the diploma shall be released.

Notice Provisions

Prior to grades, transcripts, or diplomas being withheld, written notice of financial obligations shall be provided to the pupil and to the parent/guardian unless pupil is over 18 years of age. This notice shall inform the recipient of the following:

1. Amount of and reason for financial obligation
2. That grades, transcripts, and diploma will be withheld
3. That voluntary work will be provided upon proof of inability to pay
4. Due process rights to appeal

Appeal Process

Any pupil or pupil's parent or guardian, if pupil is under 18 years of age, may appeal the decision to assess the pupil or parents/guardians for financial responsibilities. The principal may at his/her discretion grant or deny the appeal to mitigate the charge.

If the pupil or parent/guardian is not satisfied with the decision of the principal, they may appeal to the Assistant Superintendent, Education and Assessment Services.