

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 5000 – STUDENTS

Policy 5125.2

Withholding Grades or Transcripts

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the Solano County Office of Education (SCOE) may withhold grades transcripts from the student and parent/guardian until reparation is made.

If reparation is not made, SCOE shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades or transcripts.

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades or transcripts shall be released.

When a student from whom SCOE is withholding grades or transcripts transfers to another education agency, this information shall be sent to the new education agency with the student's records and a request that these items continue to be withheld until the new education agency receives notification that the debt has been cleared.

The County Superintendent or designee shall notify the parent/guardian in writing that SCOE's decision to withhold grades or transcript will be enforced by the new education agency.

SCOE shall withhold grades or transcripts from any student transferring into a SCOE program whose misconduct caused a previous education agency to withhold them. When informed by the previous education agency that its decision has been rescinded, SCOE shall release these documents.

Legal Reference:

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

Policy Cross-Reference:

5125 Student Records

5131.5 Vandalism, Theft and Graffiti

6161.2 Damaged or Lost Instructional Materials

5144.1 Suspension and Expulsion/Due Process