



JCS-Inc. Administrative  
Regulations

## 5040.2 Withholding Grades, Diploma or Transcript Administrative Regulations

**Effective Date: June 5, 2020**

### **Procedure:**

1. If reparation is not made, JCS shall afford the student his/her due process rights, expulsion procedures and may withhold the student's grades, diploma, or transcripts.
2. If the student and parent/guardian are unable to pay for the damages or return the property, the School Director/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, diploma, or transcripts shall be released.
3. When a student from whom the school is withholding grades, diploma or transcripts transfers to another school, this information shall be sent to the new school with the student's records and a request that these items continue to be withheld until the new school receives notification that the debt has been cleared.
4. The School Director/Principal shall notify the parent/guardian in writing that this school's decision to withhold grades, diplomas, or transcript will be enforced by the new school.
5. JCS shall withhold grades, diplomas, or transcripts from any student transferring into the school whose misconduct caused a previous school to withhold them. When informed by the previous school that its decision has been rescinded, JCS shall release these documents.

Original Procedure 12/09/05

Revised Procedure 06/05/2020