

AR 6161.2 Damaged or Lost Instructional Materials

Due Process Procedure:

1. The school will send the parent/guardian a letter stating that student grades and/or diploma (8th grade only) will be withheld until reparation is completed. The letter will state that the student may choose to perform assigned work on the school campus in lieu of payment.
2. \If the parent chooses to appeal the reparation, they must submit a written letter to the Administrator of Special Programs within ten (10) school days, stating the reason the student or the parent cannot or should not make the reparation.
3. The Administrator of Special Programs shall review the letter and the circumstances, and respond with a decision in writing within fifteen (15) school days.
4. The decision rendered by the Administrator of Special Programs may be appealed in writing to the Assistant Superintendent of Instruction within ten (10) school days.
5. The decision rendered by the Assistant Superintendent of Instruction may be appealed in writing to the Superintendent within ten (10) school days.
6. The Superintendent shall render a decision in writing within fifteen (15) school days. The decision rendered by the Superintendent will be final.

Board Approved:

August 19, 2004

Effective Date: August 19, 2004