



Parent Guide to Suspension

Student Suspension:

- Parent/guardian will be notified by phone by school personnel on the day of decision to suspend.
- School personnel will provide written notice of suspension in the parent/guardian's preferred language as indicated on Infinite Campus within two days of the decision to suspend.
- The written notice of suspension will include:
 1. The grounds for the suspension
 2. The period of the suspension
 3. A request for parent/guardian to participate in a reinstatement conference with the principal or designee to review the suspension before or during the reinstatement
 4. If the suspension will count towards a declaration of "habitually disruptive". Habitually disruptive is defined as a child who has been suspended out of school three times during the course of the school year for causing a disruption in the classroom, on school grounds, in school vehicles, or at school activities or sanctioned events. A school may request an extended suspension and expulsion hearing for a student who is identified as "habitually disruptive".
 5. Information on how to appeal a suspension

During Suspension Period:

- Coursework and assignments for all classes will be provided by the student's school at the beginning of the suspension period.
- Students will have the opportunity to earn equivalent grades and credits during the period of suspension, and will be able to make-up tests, final examinations, and complete coursework and assignments without penalty while on suspension.
- Students who are suspended during state assessments will be allowed to take the assessment, and may be allowed to participate in related assessment preparation activities, if approved by principal or designee.
- Students may not participate in extracurricular activities or school sponsored events without approval by the school principal or designee.

Reinstatement Conference:

- Parent/guardian will attend a reinstatement meeting with the principal or designee to discuss student's behavior, and the possible need for a behavior intervention plan.
- A restorative approach meeting may also take place. In this meeting, the student will have the opportunity to take responsibility for his/her role in the situation, hear the impact his/her behavior had upon the school community, and develop a plan to repair any harm that was created.

Request to Appeal an Out of School Suspension: (The full procedure for appeals of a suspension can be found in Denver Public Schools Board Policy JK-R, Student Code and Discipline Procedures.)

- The written notice of suspension will include information regarding the student's right to appeal an out of school suspension.

- Student rights to appeal an out-of-school suspension include:
 1. The right to request a meeting with the principal or designee.
 2. The right to have a representative present at the meeting.
 3. The right to discuss the evidence and the appropriateness of the consequence with the principal or designee.
 4. The right to submit, an opposing opinion regarding the suspension, and to have it included in the student's disciplinary file.
 5. The right to review any evidence (The district shall not be obligated to produce evidence which would be in violation of the Family Education Rights and Privacy Act or without an individual(s) consent or court order)

Principal or Designee Review Process:

- The principal or designee will review all written documents and make a determination if the alleged violation occurred, and if the penalty was appropriate.
- Provide a written decision within five school days of the meeting.
- If it is determined that no violation occurred, all school records related to the suspension will be removed from the student's file, and a corrected copy of the student's file will be provided to the student's parent/guardian.
- If the consequence was not appropriate to the incident, all school records will be modified to show only the facts leading to the reduced consequence imposed by the principal or designee.
- If the principal or designee denies the appeal, the student may pursue a second appeal of the suspension to a Superintendent designee.

Superintendent Designee Level Appeal:

- The student shall have the following rights in the second appeal process:
 1. The right to request a meeting with a Superintendent designee.
 2. The right to have a representative present at the meeting.
 3. The right to discuss the evidence and the appropriateness of the consequence with the Superintendent or designee.
 4. The right to submit an opposing opinion regarding the suspension
 5. The Superintendent or designee will review all written documents and make a determination if the alleged violation occurred, and if the penalty was appropriate.
 6. Provide a written decision within five school days of the meeting.
 7. If it is determined that no violation occurred, all school records related to the suspension will be removed from the student's file, and a corrected copy of the student's file will be provided to the student's parent/guardian.
 8. If the consequence was not appropriate to the incident, all school records will be modified to show only the facts leading to the reduced consequence imposed by the Superintendent designee.

For additional support, please contact the Office of Family and Community Engagement at 720-423-3054.