



May 15, 2018

Dear Parents and Students:

Graduation ceremonies mark significant developmental milestones for students and families and provide an opportunity for achievement to be acknowledged and celebrated by the whole school community. It is the policy of the DOE that a student, including a student who is suspended at the time the graduation is scheduled to occur, may not be excluded from graduation for behavioral reasons unless the student poses a threat of violence or disruption to the event, or the conduct that is the basis for the potential exclusion is particularly egregious. Schools should use alternative interventions and/or disciplinary measures for students whose behavior does not meet this standard.

If the principal of your school believes that your child's behavior is serious enough to warrant an exclusion from graduation, you must be given written notice of the possible exclusion and an opportunity to discuss the underlying facts with the principal or his/her designee before any measures are taken. Following this discussion, the principal/designee must provide you with written notice of his/her determination regarding exclusion from a graduation at least four weeks prior to the event, where possible. You may appeal the decision to exclude your child from graduation by filing a written appeal with the Superintendent. Such appeals should be filed as soon as possible in order to enable a thorough review.

If you have any questions regarding this issue, please contact your principal.

Sincerely,

Laura Feijoo
Senior Supervising Superintendent
Office of School Support & Supervision