



Guidance Document – Denial of Admission as a Result of a Student Discipline Concern

Overview:

A student who has established residence in Denver, and approaches a DPS school for enrollment must meet the criteria established by the Office of Choice and Enrollment Services. This Denial of Admission Guidance Document addresses the particular case in which a student from another school district is under an active expulsion or whose recent behavior in the previous district may rise to the level of an expellable offense in the Denver Public Schools. This document will detail the procedure for requesting a Denial of Admission for students with significant behavior currently involving, or potentially involving, a significant disciplinary consequence, such as expulsion.

The School Board Policies:

DPS School Board Policy JC – Student Assignment

- Describes the general guidelines for matching a school with a potential student

DPS School Board Policy JC-R – Student Assignment

- Describes the general guidelines for School Choice

DPS School Board Policy JF – Admission and Denial of Admission

- The denial of admission of a student to a DPS school can be approved by the Board of Education or the superintendent
- The approval of the denial of admission is for cause
- The Board of Education shall provide due process of law through written procedures for the denial of admission
- The policy and procedures for the denial of admission are the same as those for student suspension and expulsion
- Cause in this particular case is defined as students who are expelled from any school district during the preceding twelve (12) months or whose behavior during the preceding twelve (12) months in another school district was detrimental to the welfare or safety of other students or school personnel

DPS School Board Policy JK – Student Discipline

DPS School Board Policy JK-R – Student Conduct and Discipline Procedures

- Policy JK and JK-R, the student conduct and discipline policy and procedure, describes the district's expectations for proper student conduct, strategies to achieve proper student conduct, and the procedures to be followed when proper student conduct is not demonstrated

Guidance:

- Student is Not Yet Enrolled in a DPS School:
 - If a prospective student attempts to enroll in a DPS school, but has not yet enrolled, and the school or the Office of Choice and Enrollment learns that the

student is actively under expulsion/consideration of expulsion from another school district

- Contact Barb Downing 720-423-2047
barbara_downing@dpsk12.org
- Student is Provisionally Enrolled in a School and the school learns the student is actively under expulsion/under consideration of expulsion from another school district:
 - The school will complete the DPS Denial of Admission (School Chooses not to Enroll a Student Residing in Denver) letter when records are received from the previous school/district indicating the student:
 - Is currently under expulsion/under consideration for expulsion
 - Potentially posed a significant concern relative to the welfare or safety of students or faculty/staff in the previous school or district
 - The Denial of Admission Letter template can be found on [the Discipline Documents page of the Commons](#) and is provided to the guardian
 - In addition to completing the Denial of Admission Letter, the school will:
 - For all students ECE through 5th grade – Contact the Regional Instructional Superintendent or Charter Portfolio Management Team for the area of enrollment for consultation regarding the appropriate student discipline procedure
 - District Managed Schools:
 - Northwest Region – Nicole Veltze
 - Southwest Region – Heather Haines
 - Central Region – Randy Johnson
 - Southeast Region – Sean Precious
 - Near Northeast Region – Kevin King
 - Far Northeast Region – Tony Smith
 - Charter Portfolio Management Team – Maya Lagana
 - General Education Students – 6th through 12th grades
 - Follow the Request for Approval of an Extended Suspension and Expulsion Hearing process applicable to any DPS student also found on the [Discipline Documents page of the Commons](#)
 - The discipline building leader in the school will complete the paperwork for the Request for Approval of an Extended Suspension and Expulsion Hearing. The request along with the documentary evidence of the concern received from the previous school district will be provided to the legal guardian, and submitted to the Expulsion Hearings folder for review at the district level. The request document will be reviewed at the district level to determine the appropriateness of moving forward with an expulsion hearing for the suspected behavior.
 - Contact the Student Discipline Program Manager for the school if additional consultation is needed. The Program Managers are listed below.

- For students with disabilities 6th through 12th grades - If the student is a student with a disability, contact the Student Equity & Opportunity Special Education Instructional Support for your school for specific guidance regarding the provision of FAPE as your team engages the Denial of Admission and Request for Approval of an Extended Suspension and Expulsion Hearing process.
 - Contact the Student Discipline Program Manager for the school if additional consultation is needed. The Program Managers are listed below.

Student Discipline Program Managers

For specific questions regarding the denial of admission, extension of suspension, requests for expulsion hearing, and for consultation on completing related paperwork, please contact:

Lisa_Pisciotta@dpsk12.org

Charter Schools

Elementary Schools – District Managed (except Kunsmiller Elementary School)

Middle Schools & IMO Schools – District Managed

(except Hamilton Middle School and Hill Campus of Arts & Sciences)

Barbara_Downing@dpsk12.org

KCAA Elementary, Middle and High Schools

Hamilton Middle School

Hill Campus of Arts & Sciences

Pathway Schools – District Managed

High Schools – District Managed

Early College High Schools – District Managed

6 – 12 Schools – District Managed