Has your child been suspended?

Do you know what rights you are entitled to?

The advocates at Stand Up For Each Other, Chicago! are here to help

Chicago Lawyers’ Committee for Civil Rights Under Law
100 N. LaSalle, Suite 600
Chicago, IL 60602

Civitas ChildLaw Center at Loyola University
School of Law
25 E. Pearson Street
Chicago, IL 60611

SUFEO Hotline 773-8000-EDU

---

About SUFEO, Chicago!

We are a hotline for parents to call when you believe that your child has received an unjust suspension:

1) Following the call, you will be assigned a trained advocate to walk you through the CPS Code of Conduct and help you understand your rights.

2) The advocate may be able to attend school meetings to coach you through effectively communicating with administration and having more productive meetings.

3) We can assist you with your written appeal to the network chief officer.
Suspension Appeal Process

Step One:
Principals and administrators should always inform parents/guardians of their right to appeal a suspension. A written misconduct report must be mailed, sent home with the student, or provided through a written copy directly to parents within 24 hours of the suspension.

Parents May Want to Appeal Because:
1) Other interventions were not attempted
2) Lack of investigation (due process)
3) No notice given or misconduct report
4) The suspension or the number of days given seem disproportionate to the behavior
5) The consequence seems unwarranted and inappropriate for their child

All behaviors, interventions, and suspensions are documented in our CPS behavior tracking system (IMPACT Verify), which all in-district schools are required to use. Parents do not have access to IMPACT, but they can ask principals for documentation of interventions. Previous misconduct reports should include what interventions were used.

Step Two:
Parents/guardians have the right to ask the principal to review the consequence assigned and to reconsider the decision.
1) The parent can call the principal to set up a meeting,
2) Parent can bring an advocate into the meeting with them if desired,
3) Principal should review discuss how he made the determination and interventions and consequences according to the SCC,
4) Parent can talk through their informal appeal.

Step Three:
The principal’s decision to suspend the child can be revoked or remain. In situations where it remains, the parent has the right to appeal by contacting the Office of Family & Community Engagement (FACE) at 773-553-3223 or the Network Chief of Schools.

SUFEO advises that a letter be written and mailed to the Network Chief officer. We can help you or give you a sample appeal letter.

The Network Chief or designee will review the appeal and determine if there were any errors made in the principal’s investigation, documentation, length of suspension given, or prior interventions. They will give their decision in 3 days.

There is no time limit for a suspension appeal!

Free Legal Resources
If you feel that your school is not protecting your rights during the school discipline process, the following organizations may be able to provide you with legal assistance.

- **SUFEO Hotline**: 773-8000-EDU (student suspension calls)

Expulsion Resources
- **The Chicago Lawyers’ Committee for Civil Rights Under Law**: 312-630-9744
- **LAF**: 312-341-1070 (families who meet income eligibility requirements)
- **Equip for Equality**: 800-537-2632 (students with special education needs)
- **The Law Project of the Chicago Coalition for the Homeless**: 800-940-1119 (students in temporary living situations)
- **Cabrini Green Legal Aid**: 312-738-2452, ext 436 (students from low-income families)

Other Resources
- **STLS number**: 773-553-2242 (call about services for STLS students)
- **First Defense Legal Aid**: 800-529-7374 (student arrested or in police custody)