



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure

### 2207.1 SUSPENSION PROCEDURES

Policy Directive: **20-15**

Effective Date: **May 2020**

Implements Policy: **2207**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures for suspension of a youth enrolled in the SYSC School.

#### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. In determining if suspension is appropriate for a youth, the SYSC Principal or their designee take the following into consideration:
  - A. The observation of other staff relative to the behaviors exhibited by the youth;
  - B. The circumstances under which the incident occurred;
  - C. The youth's history of behaviors and any previous suspensions; and
  - D. The seriousness of the behavior, including if others were injured or if there was destruction of property.
- II. The Principal or designee determines the appropriate course of action and if suspension is warranted, informs the youth of the decision, including the reason for the suspension and the number of days that will be imposed.
- III. The SYSC Principal or designee completes the parental notification letter, addressed to the parents/guardians, and sends it to:
  - A. The parents/guardians;
  - B. The LEA; and
  - C. The JPPO (as well as the CPSW when applicable).
- IV. The Special Education Director is responsible for ensuring that a Manifestation Meeting is held for any youth who has reached 8 days of suspension, either consecutively or cumulative) as soon as possible, but no later than when the youth has acquired 10 days of suspension.

- V. The following is considered at the Manifestation Meeting when determining the appropriateness of continued suspension past 10 days for any identified youth:
  - A. The youth's needs;
  - B. If the current IEP meets the needs of the youth or requires revision;
  - C. The youth's current placement;
  - D. Whether the placement can fully implement the youth's IEP and provide a Free Appropriate Public Education (Ed 1114.12(b));
  - E. If an alternative educational setting (such as the youth receiving their education on the Unit) could alleviate the presenting issues;
  - F. If the youth's conduct is related to their disability (through a functional behavior assessment and manifestation determination);
  - G. The length of each suspension;
  - H. The proximity/length of time of each suspension to one another;
  - I. The total amount of time the youth was excluded from education; and
  - J. The effect that such suspension would have on the youth's progress in the education program of the facility.
  
- VI. The SYSC Principal or designee is responsible for the following in accordance with policy 2201 Educational Records:
  - A. Maintaining a log in the Principal's office documenting the reasons for any suspension and the procedures followed with respect to those suspensions; and
  - B. Maintaining copies of any correspondence relative to the suspension.

**Glossary and Document Specific Definitions**

A - B    C - D    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z

**Document Change Log**

PD	Modification Made	Approved	Date
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