This policy establishes the process for addressing rules violations at SYSC.

**Required Practices**

*Any deviations to the following information must be documented with Supervisory Approval.*

I. All rules violations shall be resolved appropriately and in keeping with SYSC policy and Restorative Justice principles.

   A. Any behavioral intervention consequence shall be treatment oriented and not punitive in nature.

   B. Youth alleged to have committed a rules violation will be informed of the violation and consequences as soon as practicable, but no later than 24-hours after the infraction.

II. Medical and clinical staff shall be notified immediately when:

   A. A youth exhibits self-harm or endangerment to others;

   B. A rules violation results in a youth’s injury; or

   C. Any staff member has physical contact with a youth, no matter how slight/minor.

      1. Medical staff shall respond according to policy 2252 Medical Emergencies.

III. Youth removed from a classroom due to behavior violating the rules shall be directed to the school resource room or other designated area.

   A. Staff in the school resource room shall process the incident with the youth or request a school representative to process the incident with the youth, and determine the best course of action to return the youth to the classroom as soon as practicable.
B. If assessed necessary for the youth’s safety and behavioral stabilization, youth may be directed to the Crisis Services Unit (CSU).

IV. Any incident that falls under the provisions of policy 2055 Sexual Assault and Sexual Harassment shall be reported via the SYSC Allegation Report (Form 2087). Once the SYSC Internal Investigator has completed their investigation, the youth involved shall be eligible for behavioral intervention focused consequences if it is concluded that the report was founded. I

V. When a staff member believes a crime of any kind may have been committed against them during the exercise of their official duties, the staff member shall report the incident to an Administrator and complete the appropriate incident report (Form 2085 Moderate Incident Report or 2086 Major Incident report) in YouthCenter.

A. Either the involved staff or Administration may file a complaint with law enforcement.

VI. Any behavioral intervention consequence shall be commensurate with the nature and circumstances of the violation committed, the youth’s disciplinary history, and the consequences imposed for comparable offenses by other youth with similar histories. II

A. Behavioral intervention consequences shall not deny a youth daily large-muscle exercise or access to any legally required educational programming or special education services unless there is an immediate safety risk to the youth or others in which case, the opportunity shall be provided for said activities as soon as their behavior has stabilized. III

B. Any PREA authorized separation shall comply with the applicable provision of policy 2055 Sexual Abuse and Sexual Harassment.

C. A youth’s mental disabilities or mental illness shall be considered when determining what type of behavioral intervention consequence, if any, should be imposed. IV

D. When a loss of level is administered as a consequence, the youth shall be provided the opportunity to earn their level back through demonstration of appropriate behavior relative to their SYSC treatment plan and SYSC Rules.

VII. Staff shall complete a Record of Discipline in YouthCenter for all behavioral intervention consequences, as well as the corresponding incident report (Form 2085 or 2086) when applicable.

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<th>Standard Operating Procedures</th>
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<td><strong>SOP</strong></td>
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Policy 2100

New Hampshire Division for Children, Youth and Families Policy Manual
For the Purpose of this Document:
“Rules” means the guidelines for behavior as defined in the SYSC Guide to Behavioral Learning, Expectations, and Related Practices. Rules are established to protect the safety and security of youth, staff, visitors, and the community.

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Applicable Forms

<table>
<thead>
<tr>
<th>Form</th>
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<tbody>
<tr>
<td>2085</td>
<td>Moderate Incident Report</td>
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<td>2086</td>
<td>Major Incident Report</td>
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<tr>
<td>2087</td>
<td>SYSC Allegation Report</td>
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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

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Document Change Log

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1 28 CFR 115.378(a)  
2 28 CFR 115.378(b)  
3 28 CFR 115.378(b)  
4 28 CFR 115.378(c)  