

TERMINATION OF ENROLLMENT

Rock Brook School will terminate the placement of a student with disabilities according to N.J.A.C. 6A:14-7.7(a) and (a) 1.

If, after a child has been officially accepted by Rock Brook, and after all steps articulated in the Behavior Management Policy have been followed, it is necessary for the school to terminate his/her enrollment, the classroom team and Principal will document in writing the reasons for such as decision. The Administration will call the parent/guardian and the Child Study Team and arrange an IEP interview conference attended by the parent/guardians and/or Child Study Team, classroom team and Administration. The reasons for the decision will be discussed and alternative programming to meet the child's needs will be outlined. Modifications to the IEP will be made as needed and plans will be developed to ease the child's transition. A follow-up letter will be sent to the Child Study Team and/or parent/guardians setting a termination date fifteen days after the conference.

Suspension

It is the policy of Rock Brook School to collaborate with the district board of education in the provision of free, appropriate public education for the population served including students with disabilities who are suspended. If all efforts through the Behavior Management format have failed, suspension could be considered. In addition, should a student's behavior despite all best efforts of the Rock Brook Staff, be considered dangerous to themselves or others the school principal/ and or director, will utilize the option to call local law enforcement.

Behaviors that may result in suspension include:

Physical Aggression: striking or grabbing another person, hitting, kicking, punching, spitting, slapping, biting, scratching, hair pull, wrist grab, choking, attempting to physically control a part of another's body, throwing object toward person, destroying items, bringing or using a weapon

Verbal/non-physical aggression: verbal (e.g. "I'm going to kill you"), drawing violent (e.g. death, kill) drawings or phrases, threats of future aggression (verbal or written), cursing, repeated bullying or harassment of any nature.

The following procedures would be utilized:

Procedures:

1. If a student exhibits a behavior that may result in suspension, classroom staff should fill out a suspension request form and give it to the principal or designee. The principal or designee will review the information and decide if a suspension is appropriate. These decisions are made on a case-by-case basis and incorporate an understanding of the possible function of the behavior.
 - a. A copy of the incident report form should be shared with the behavior consultant and school counselor. A meeting time should be set to discuss the incident,

determine what additional supports (behavioral, skill instruction, counseling) are needed, and review the individual behavior plan (if student has one).

2. Principal or Designee will conduct an informal meeting with the student prior to suspension
 - a. Principal or Designee will explain to student the behaviors of concern
 - b. Student will have opportunity to discuss his/her perspective
 - c. Parent/guardian of student will be notified of the recommendation for suspension
 - d. Parent/guardian will have opportunity to consult with the Principal or Designee regarding suspension
 - e. A student may be formally suspended without the informal conference **only** if it is determined that an emergency situation exists. This means a situation determined by the principal/principal's designee to create a clear and present danger to the lives, safety or health of students or staff. If a student is suspended without the informal conference, both the student and the parent/guardian or guardian will be notified of the student's right to a conference, and of the student's right to return to school for the purpose of a conference.
3. In school suspension
 - a. In-school suspension is meant to be used in conjunction with other behavior supports. Our focus is always on preventing problem behavior from occurring.
 - b. Student will be in the building and removed from the classroom for a set amount of time.
 - c. Work will be provided for the student to complete during the time period
 - d. Attempts at restitution or "setting things right" are typically geared to the nature of the offense. These attempts may take place during the in school suspension (e.g. writing letter of apology, cleaning up materials, act of kindness, etc).
 - e. Additionally students will fill out a sheet describing what problem behavior they exhibited and what they will do differently next time. A contract may be developed based upon this information (if warranted).
 - f. The amount of time of the suspension will be determined by the principal or designee.
 - g. During the time of in-school suspension the student will not be allowed to participate in any extra-curricular activities or school events.

Additional Notes:

- A. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the sending district case manager by the Rock Brook principal or his/her designee.
- B. The Rock Brook School principal will track the number of days a student with disabilities has been removed for disciplinary reasons and is required to report them annually to the NJ Department of Education on the Electric Violence and Vandalism Reporting System. (EVVRS)

- C. Suspension from transportation is counted as a day of removal if the student does not attend school.
- D. Removal for a portion of the school day is counted proportionately.
- E. If the school uses an in-school suspension program, participation in the program is **not** counted as a day of removal if the program provides the following:
 - 1. Opportunity for the student to progress in the general curriculum;
 - 2. Services and modifications specified in the student's IEP;
 - 3. Interaction with peers who are not disabled to the extent they would have in the current placement; and
 - 4. The student is counted as present for the time spent in the in-school suspension program.
- G. When a series of short-term removals will accumulate to more than 10 school days in the year:
 - 1. The Rock Brook School principal or his/her designee and the sending district case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:13-2.8(b)2;
 - 2. Written documentation of the consultation between the Rock Brook principal or his/her designee and the sending district case manager is maintained;
 - 3. If it is determined that there is no change in the placement, the Rock Brook principal or his/her designee, the sending district case manager and special education teacher consult to determine the extent to which services are necessary to:
 - a. Enable the student to progress appropriately in the general education curriculum; and
 - b. Advance appropriately toward achieving the goals set out in the student's IEP.
 - 4. Written documentation of the consultation and services provided is maintained.
- H. Steps are in place to review the behavioral intervention plan and if necessary convene the IEP team as required according to N.J.A.C.6A; 14 Appendix D, 34 C.F.R. §300.520(c) (1) and (2).

See Appendix for public education procedure.

Suspension Request Form

Student Name:

Classroom:

Date:

Staff members involved:

Any additional students involved:

Please write in the physical or verbal aggression behavior(s) exhibited:

Behavior	What it looks like	How often	How long	Perceived Function* (Att, Esc, Sens, Tang)	Intensity: (mild, mod, severe)

Describe any other environmental conditions (sleep patterns, eating routines/diet, work demand, parent/guardians away) that may have affected this person's behavior?

What occurred immediately prior to the behavior occurring (e.g. demand is placed, loud noise, person leaves, peer interaction, difficult task, seatwork)?

What happened immediately following the behavior (what do you and/or the other students do) (e.g. ignore behavior, walk away, send to timeout, give a verbal warning, set limits)?

What interventions were used/have been used? How successful were they?

Reason for requesting suspension:

.....

Principal or Designee ONLY:

Suspension: Y/N

Date proposed:

Length of time:

Additional Notes: