

# NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL

## *TITLE: TERMINATION OF ENROLLMENT*

*Policy#: 1.11*

*Section: Community Programs*

*Subsection: School Programs*

### **Purpose:**

To provide an overview of the termination of a student's school enrollment.

### **Scope:**

School

### **Policy:**

Natchaug Hospital will not terminate the enrollment of any student without consulting with the student's parent(s) or guardian, the sending agency, and any other agencies which have the responsibility for the student's educational program. Prior to terminating the enrollment of a student, Natchaug Hospital will cooperate with the local school district or other public agency having responsibility for the child in formulating a follow-up plan for the student's education and/or welfare. Natchaug Hospital will not terminate the enrollment of any student for behavioral problems or unacceptable progress in the school program without exhausting other reasonable alternatives. Such alternatives to termination of enrollment should include but not be limited to:

- In crisis situations, a suspension of the student from the program for a maximum of ten (10) school days pending a multidisciplinary meeting involving the private facility, the parent(s) or guardian of the student, the sending agency and all other agencies which have a compelling interest in the student's educational welfare to discuss and plan alternatives to termination of enrollment; and
- In non-crisis situations, the scheduling of a multidisciplinary meeting with all interested parties to discuss and plan alternatives to termination of enrollment. Whenever possible, a conference is to take place thirty (30) calendar days prior to the projected date of termination of enrollment.
- Natchaug Hospital will notify all concerned parties at least two weeks prior to the date of the meeting, even if the student's school district plans to utilize the meeting as a planning and placement meeting to plan for the student.

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Replaces:

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