



OFFICE OF THE ASSISTANT SUPERINTENDENT  
FOR SPECIAL EDUCATION SERVICES  
HARTFORD PUBLIC SCHOOLS  
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Jacqueline J. Jacoby, Ed.D.  
Interim Superintendent of Schools

Romain Dallemand, Ed.D.  
Assistant Superintendent for  
Special Education Services

### DISTRICTWIDE CIRCULAR #32

TO: All Principals  
FROM: Romain Dallemand, Assistant Superintendent for Special Education Services  
(Original Signed)  
DATE: November 2, 2006  
DEPARTMENT: Special Education Department  
RE: Recording School Suspensions  
CONTACT: Mary-Anne Sullivan  
695-8714

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In response to a complaint filed by the State Department of Education Bureau of Special Education Services, please be advised that:

1. Asking a parent to pick-up his/her child because of behavioral incident that has occurred during the day is to be considered a **school suspension** and must be properly recorded as such by school personnel on appropriate school and district attendance forms. These suspensions count towards the ten (10) days as outlined in: 1) the school district's policy and procedures on Student-Discipline-Suspensions/Expulsions; due Process, as well as, and 2) 34 CFR Section 300.159 through 300.524 in the Individuals with Disabilities ACT (IDEA).
2. Being excluded from regular classroom activities beyond 90 minutes is to be considered a suspension and must be recorded as such as defined by Connecticut Education Statutes (Sec. 10-233a(b)).