Suspension and Expulsion
Policy
Arrowhead Head Start will only use program suspension as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced through reasonable interventions and modifications.

Procedure
When a child exhibits persistent and serious challenging behaviors, the teacher will work with the child’s parent/guardian, Disability/Mental Health Manager and their Program Manager to explore all potential services that will facilitate the child’s safe participation in the program. Any current service providers assigned to work with the child will also be included in the development of a plan of action to address the child’s behavior challenges.

The child’s teacher will:
- Implement the Behavior Intervention Report (BIR) which will provide an ongoing log of daily observations of the child’s behavior in the classroom. All classroom staff will be instructed to participate in observing and documenting behaviors throughout the day. The BIR should be reviewed by the staff to identify any patterns that may trigger behaviors such as challenging times of the daily routine, specific types of interactions with other children, specific activities that may be overstimulating etc. The teaching team will use this information to make adaptations or provide alternatives to help the child avoid these triggers. The team will work with the Program Manager to receive strategies and coaching support with management of the child’s behavior.
- A referral for the Head Start Mental Health Professional (MHP) should be completed as soon as possible. The MHP will conduct observations in the classroom and will provide ideas, support and recommendations for behavior management and/or recommendations for additional resources to further support the child.
- Make referrals for any appropriate services that have not yet been established that will support the child including; ECSE, Head Start Mental Health Professional, outside Mental Health Services, Head Start In-Home Counseling services, ADAPT, pediatrician and/or other services that may be available within the community.
- Work with the Disability/Mental Health Manager to develop and communicate a clear plan for the classroom staff regarding behavior intervention strategies and methods to ensure consistent, safe and effective management of the child in the classroom.
- Develop a Planned and Documented Intervention (PDI) plan in coordination with the Disabilities/Mental Health Manager and meet with the family to discuss the plan. The parent/guardian will need to understand, agree to the conditions stated in the PDI plan which may include strategies such as reduced classroom hours, parent support in the classroom, calling a parent to pick the child up when behaviors escalate, having the parent transport the child etc.
- If the child’s behavior poses an immediate severe safety risk or, if after a reasonable amount of time, the interventions and/or modifications fail to decrease the child’s persistent and serious challenging behaviors, the Head Start Director, involved classroom and management staff, along with any assigned service providers will meet to discuss alternative services to meet the child’s needs. These services may include alternative programming through Head Start, such as a home visiting model or services provided by other community providers that will better meet the needs of the child.
- Once alternative service options are established the team as listed above will work in collaboration with the parent/guardian to discuss the placement options that are available to best meet the needs of the child.
Based on the parent/guardian’s preference of the service options the team will work together to support the family to facilitate the transition of the child to the more appropriate placement.

This procedure complies with the Head Start Performance Standard 45 CFR Section 1302.17

Approved by Policy Council on April 5, 2018