

**HEAD START PROCEDURES FOR:  
ATTENDANCE  
COMPONENT: CENTER FOR YOUNG LEARNERS**

**1.0 Scope: Performance Standard 1302.17 Suspension and Expulsion**

**2.0 Responsibility:**

- 2.1 Head Start Director
- 2.2 Head Start Consultant
- 2.3 Family Service Workers
- 2.4 Teachers
- 2.5 Teacher's Assistant
- 2.6 Parents

**3.0 Resources:**

- 3.1 Head Start Performance Standards

**4.0 Procedures**

- 4.1 The grantee will prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions will only be temporary in nature.
- 4.2 A temporary suspension will be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
- 4.3 The grantee will engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources such as behavior coaches, psychologists, and other appropriate specialists or resources as needed and to determine no other reasonable option is appropriate.
- 4.4 If a temporary suspension is necessary, grantee will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
  - 4.4.1 Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
  - 4.4.2 Develop a written plan to document the action and supports needed;
  - 4.4.3 Provide services that include home visits, and
  - 4.4.4 Determine whether a referral to a local agency responsible for implementing IDEA is appropriate.
- 4.4 The grantee will not expel or unenroll a child because of the child's behavior.
- 4.5 Grantee will explore all possible steps and document all steps taken to address such problems and facilitate the child's participation in the program. These steps will include engaging a mental health consultant considering the appropriateness of

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providing appropriate services and support under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child’s teacher, and:

4.5.1. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the grantee will consult with the agency responsible for the IFSP or IEP to ensure the child received the needed support services; or

4.5.2. If a child does not have an IFSP or IEP, the grantee will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child’s eligibility for services.

4.6 If grantee has explored all possible steps and documented all steps taken, grantee, in consultation with parents, child’s teacher, agency responsible for implementing IDEA (if applicable), and the mental health consultant, determined that the child’s continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement, grantee will work with other entities/agencies to facilitate the transition of the child to a more appropriate placement.

**5.0 Associated documents:**

5.1 **GoEngage** - Case Notes

5.2 Visit report

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
<b>Web-based data system</b>	website	Child’s File	7 years	website	Password protected
Weekly Attendance	Print/ Electronic	Web-based data system Tech Support office	7 years	Shred/ Delete	Locked Filing Cabinet/ Password Protected

**7.0 Monitoring:**

7.1 Visit reports

7.2 Parent Conferences

7.3 **GoEngage** Report-Attendance

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**8.0 Revision History:**

Date:	Revision#	Description of Revision
5/18	6.0	Added: "Electronic", Delete", "Password Protected"
6/19	5.1, 6.0, 7.3	Changed "PROMIS" to myHeadStart
12/20		Reviewed
4-2022		Reviewed
12/2022	5.0, 5.1	Remove "myHeadStart" replace with "GoEngage"
12/2022	6.0	Remove "PROMIS" replace with "web-based data system"
12/2022	7.0, 7.3	Remove "myHeadStart" replace with "GoEngage"