


Performance Standard:	Part 1302 Program Operations ERSEA	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	1302.17 Suspension and Expulsion (ERSEA)	
Policy Council Approval Date:	10/17	
Governing Board Approval Date:	10/17	
Responsible:	ERSEA Team - Area Supervisor/Family Engagement Coordinator, ERSEA Manager, Health Services Manager, and HS/EHS Director	

Suspension and Expulsion of Children

Policy

INCA severely limits the use of suspension and prohibits expulsion due to a child's behavior.

Suspension and Expulsion of Children

- INCA severely limits the use of suspension due to a child's behavior.
 - Such suspensions are only temporary in nature,
- A temporary suspension is 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.
- Before the program determines whether a temporary suspension is necessary, INCA engages with a mental health consultant, collaborates with the parents, and utilizes appropriate community resources - such as behavior coaches, psychologist, other appropriate specialists, or other resources - as needed, to determine no other reasonable option is appropriate.
- If a temporary suspension is deemed necessary, INCA helps the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
 - Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
 - Developing a written plan to document the action and supports needed;
 - Providing services that include home visits; and,
 - Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

Prohibition on Expulsion

- INCA cannot expel or unenroll a child from INCA's Head Start/Early Head Start because of a child's behavior.
- When a child exhibits persistent and serious challenging behaviors, INCA explores all possible steps and documents all steps taken to address such problems, and facilitates the child's safe participation in the program.

- Such steps include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports 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:
 - If the child has an IFSP or IEP, the program consults with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,
 - If the child does not have an IFSP or IEP, the program collaborates, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.
- If, after INCA has explored all possible steps and documented all steps taken as described above, the program, in consultation with the parents, the child's Teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines 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 for the child, the program works with such entities to directly facilitate the transition of the child to a more appropriate placement.

Related Policy

See Aggressive Behavior Plan Intervention Procedures Chart

Definitions/Acronyms

IFSP - Individualized family service plan

IEP - Individualized education program

Children with Disabilities - Children with mental retardation, hearing impairments (including deafness,) speech or language impairments, visual impairments (including blindness,) serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, other or specific learning disabilities who, by reason may need special education and related services. The term "children with disabilities" for children age 3 to 5, inclusive, may, at a State's discretion, include children experiencing developmental delays, as defined by a State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development; and who, by reason thereof, need special education and related services.

Enrolled (or any variation of) A child has been accepted and attended at least one class for center-based option.

Funded Enrollment - The number of participants which the Head Start grantee is to serve, as indicated on the grant award.

EHS - Early Head Start program - A public or private non-profit or for-profit entity designated by ACF to operate an Early Head Start program to serve pregnant women and children from birth to age three, pursuant to Section 645A(e) of the Head Start Act.

ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance

Family

All persons living in the same household who are supported by the child's parent(s)' or guardian(s)' income; **and** are related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or are the child's authorized caregiver or legally responsible party.

Foster Care - 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency

shelters, residential facilities, child-care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

INCA - Head Start and Early Head Start programs

HS - Head Start program - A public or private non-profit or for-profit entity designated by ACF to operate an Head Start program to serve pregnant women and children from birth to age three, pursuant to Section 645A(e) of the Head Start Act.

Homeless Children - Means the same as homeless children and youths in Section 725(2) of the McKinney-Vento Homeless Assistance Act at 42 U.S.C. 11434a (2).

As follows:

(2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Income - Gross cash income and includes earned income, military income (including pay and allowances, except those described in Section 645(a)(3)(B) of the Act), veteran's benefits, Social Security benefits, unemployment compensation, and public assistance benefits. Additional examples of gross cash income are listed in the definition of "income" which appears in U.S. Bureau of the Census, Current Population Reports, Series P-60-185 (available at <https://www2.census.gov/prod2/popscan/p60-185.pdf>).

Parent - A Head Start or Early Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Recruitment Area - That geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

Relevant Time Period - (1) The 12 months preceding the month in which the application is submitted; or (2) During the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

Service Area - The geographic area identified in an approved grant application within which a grantee may provide Head Start services.

Verify - (or any variance of the word) To check or determine the correctness or truth by investigation or by reference.

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.