# Plan for Prevention of Suspension and /or Expulsion of Children with Unique Needs/Challenging Behavior

**Purpose:** It is the intent of Wake County Smart Start to severely limit suspensions and expulsions in early childhood education programs serving children birth-through-five years of age. It is recommended that early childhood programs focus on fostering social-emotional development, appropriately responding to challenging behaviors by incorporating preventive guidance, discipline practices and policies before ever considering suspension from sites. For further information see the Division of Child Development and Early Education's policy statement.

Annually, Wake County Smart Start (WCSS) Staff and Wake County Public School System (WCPSS) ChildFind Coordinator meet to review previous year's referral process and update referral forms. NC Pre-K Quality Enhancement Specialist (QES) or staff distributes updated referral information to administrators, and it will be posted on WCSS website. Site Administrators share referral information with Pre-K lead and assistant teachers. Site Administrators and classroom staff conduct observations and screening of all children in their programs. If a child's participation at a program presents a safety risk to themselves, peers, or staff, the following intervention plan is implemented.

•Site administrators and Lead Teachers complete a Quality Enhancement Classroom Support form (which includes screening information, information from home visits and consultations with family, classroom observations, and ongoing assessments) and submit to QES.

#### Step 1

•QES will complete classroom observation then collaborate with the teaching team to develop and implement an intervention plan (classroom strategies to support child/children).

## Step 2

• Per QES recommendations, site may request assistance from community agencies for support and guidance. Agencies may include: Project Enlightenment, The Early Years Behavior Specialists, Lucy Daniels Center, Wake County Human Services Child Care Health Consultants, and others. Every effort will be made to maintain children's enrollment.

### Step 3

- •If significant concerns about the child and the program's capacity to address children's need are discovered, the site administrator will work with teachers, child's family and local agencies. Previous modifications, individualized strategies and recorded progress will be documented. The Early Childhood Behavioral Engagement and Developmental Needs Report will be completed.
- Program will send document to QES who will share it with WCSS Pre-K Manager.

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Step 4

- Notification process begins: Complete and/or collect the following documents:
- Use the NC Pre-K Notification Packet Checklist (include Director's signature)
- Completed Notification/Referral Form
- Authorization for Release/Exchange of Confidential Information
- Copy of Brigance Screening
- Proof of Residence (current utility bill (within 30 days water, gas or electirc) or valid lease agreement or settlement/closing statement signature dated within two months)
- Copy of Birth Certificate
- Brief Summary of Observations and Concerns
- Submit all documents to WCPSS Preschool Services (see email/fax on the notification packet)

## Step 5

- •Send copy of the submitted notification referral form to QES
- Families, teachers, site administrators, case managers shall maintain continuous collaboration.

#### Step 6

• If efforts to develop a coordinated plan of support prove unsuccessful, QES will contact policy consultant with The Division of Child Development and Early Education for guidance.