



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01      ISSUE 1**  
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**EFFECTIVE: 10-20-08**  
Updated

**SUBJECT:**

Sending a Child (HS/EHS) Home Due to a Behavioral Related Incident

**APPROVED: 10-19-10**

**BY: Ron Griffin, Director**

**PURPOSE**

To ensure that all follow children are encouraged to build self-control and develop emotional security and facility in social relationships.

**POLICY**

The Preschool Services Department is committed to using positive behavioral strategies and interventions when teaching young children how to manage their own behavior. Child guidance and classroom management decisions will promote positive social skills, foster mutual respect, strengthen self-esteem, and support a safe environment.

**REFERENCE**

Head Start Performance Standards 1304.20(f)(1), 130421(a)(3)(i)(A), 1304231(a)(3)(i)(A), 1304.24(a)(3)(iii)

**PROCEDURE**

This is done only when a child's behavior poses a significant physical or mental risk to Themselves or to others. Only then should the team consider sending a child home.

- No child will be sent home without prior approval from the Program Manager. The site Supervisor / Lead Teacher or designee will notify the Mental Health Specialist
- The Site Supervisor will conduct a re-entry meeting with the teacher and parent the next day.
- A Functional Assessment will be completed and sent to the Mental Health Specialist.
- Any incident resulting in approval to send a child home will be followed up immediately with:
  - A staffing (or team meeting in the case of a child with an IEP) with the teacher, parent.
  - Development of a temporary behavior plan or modification or existing plan so the child can return the next day.
  - The incident, behavior plan and the team meeting will be documented in the child's family.
    - A referral (or call when there is already an open case) will be made to the Mental Health Specialist (see Mental Health Referral Process).
    - Documentation will be maintained in COPA.
    - Mental health will follow up by meeting with teacher and parent.