



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – DISMISSAL or WITHDRAWAL of CHILDREN

2. Scope

Each child enrolled in a Pre-K program must be allowed to remain in the program unless there are compelling reasons for the child not to remain until the end of the year.

3. Prerequisites

Attendance SOP

Referral Process SOP

4. Responsibilities

School Principal

Center Director/Manager

Early Childhood Executive Director

ERSEA Manager

Education Director

Family Engagement Specialist

Family Engagement Advisor

Family and Community Partnership Managers

Behavior Specialist

Health Services Advisor

5. Procedure

- A. Suspension or withdrawal for any child from a PreK placement for any amount of time requires PRIOR approval from the SCS Early Childhood Division Executive or Head Start Director or the Early Childhood Education Director. Suspension or withdrawal is severely limited. Permanent removal ultimately requires the approval of the Tennessee Department of Education and is prohibited in most cases.
- B. Once a child has been enrolled, he or she cannot be dismissed or suspended from the M-SCS early childhood program unless it is determined that he or she is:
- Causing harm to himself or herself or others.
 - Chronically tardy or absent from the program (ten percent or more of school days).
 - Chronically disruptive.



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- Involves three or more incidents of aggression (fighting, bullying, or threatening use of weapon that could cause serious injury), significant property damage or destruction, theft, or repeated violations of rules or right(s) of others.
 - Not enrolled in extended day program and is continually picked up late.
- C. Information must be collected including interventions to help the child benefit from the program, documentation of ongoing involvement of parents, and/or other support resources.
- D. Parents must be notified of potential dismissal of the child from the program via written warnings.
- E. In the event a parent must withdraw a child from the program, the parent must notify the teacher, main office, and the family engagement specialist of withdrawal from the program and complete a withdrawal form no later than three days after the withdrawal.
- F. When the withdrawal form is received, the family engagement specialist and/or classroom teacher should have the parent(s)/guardian(s) complete a Consent to Release Information form so that, if necessary, the child's records can be sent to the receiving school.
- G. The family engagement specialist files the withdrawal form in the family's master file and student file.
- H. On the child's last day in the program, the family engagement specialist and the main office staff input the date of withdrawal into the PowerSchool and MyHeadStart systems.

6. References

- Head Start Performance Standards Subpart A- Eligibility, Recruitment, Selection, Enrollment, and Attendance 1302.15 and 1302.17
- Shelby County Schools Board of Education Policy 6022 Student Conduct and 6014 Attendance and Excuses
- Voluntary Pre-K Scope of Services, D
- Request for Behavioral Health Consultation (Behavior Health Referral Packet)
- Attendance Log- Sign in/out form
- Pre-K Voluntary Withdrawal Form

7. Definitions

- NA