

Although SHADES of Development has the right to suspend and/or terminate participants from our afterschool programs, it is our goal to help each child be successful in the program. In the event that SHADES does not feel we can meet the needs of a child and/or family behavior, we have established the following guidelines to guide the expulsion process.

1. In the event of a child incident, a *Child Incident Report* will be completed by the supervising staff member. The report will:
 - a. Document identifying information about the child
 - b. Identify the area the incident occurred
 - c. Identify the time the incident occurred
 - d. Identify the supervising staff member at the time the incident occurred
 - e. Describe the incident in detail
 - f. Describe what intervention strategies were used by the staff member
 - g. Describe what disciplinary action was taken by the staff member or program supervisor
 - h. Indicate progressive consequences
2. Depending on the severity of the incident, the parent or guardian will be immediately contacted, or informed during child pick-up. When discussing the incident the following information,
 - a. will share the with a parent or guardian;
 - i. Details of the incident
 - ii. Potential approaches to change or de-escalate behavior in the future by providing,
 1. articles
 2. websites
 3. helpful blogs
 4. referrals to specialized services and program
 - iii. Next steps for continued behavior issues
 - b. will be sought from the parent or guardian;
 - i. special circumstances that may be impacting the child
 - ii. strategies used at home or school to address specific behavioral issues or concerns
 - iii. any additional information that may help SHADES staff assist the child in making safe, responsible and respectful choices.
 - c. will be agreed upon between the program and the parent or guardian;
 - i. a shared approach to incite change
 - ii. a system of continuous communication between the program and the parent/guardian about progress
3. The success of a child exhibiting challenging behavior cannot occur in a silo. It is SHADES expectation that the parent or guardian will work collaboratively with SHADES, follow through with agreed upon strategies, communicate concerns, seek professional intervention if necessary, and support SHADES in enforcing agreed upon decisions.
4. In addition to *Incident Reports*, SHADES will use a *Classroom Behavior Log* (See Appendix B) to better understand challenging behavior. This log will document patterns of behavior by identifying triggers related to basic needs,

program areas, activities, time of day and/or social interactions. In addition, the staff members will document intervention strategies used to redirect or de-escalate challenging behavior.

5. In the event that the processes and strategies outlined above are ineffective, parents do not participate as partners, and/or the child is physical abusive to staff or peers, SHADES of Development may exercise our right to suspend and/or terminate a child. Parents/guardians will be directed to the Child Care Resource and Referral system to assist them with finding alternative afterschool options. Parents/guardians will also be provided a list of local behavioral and emotional health intervention programs in the Knoxville/Knox County area.
6. Aggregate data indicating the reasons and number of students terminated from the SHADES of Development program will be made available to the Department of Human Services each year.