

## XVI. Campus Intervention Team: Step-by-Step – Mental Health

Parent, Teacher, Campus Director has a serious concern regarding a student's academic progress, abilities and/or behavior and wants to refer this student to the HSCIT (Head Start Campus Intervention Team).

1. Teacher has concern – Contact Campus Director, document in Child Plus and email to Mental Health Advocate.
2. Mental Health Advocate will email the Curriculum Director and Disability/Mental Health Specialist that concern has been identified.
3. If behavior is severe and could cause harm to self, other children and/or staff, Mental Health Advocate will schedule a Parent Meeting to discuss safety issue.
4. Mental Health Advocate will schedule the Curriculum Director to observe student.
  - a. If Curriculum Director documents that the teacher needs assistance with the child's behavior – the Education Specialist will mentor/coach the teacher on behavior management
  - b. If the Curriculum Director sees the same concern as the teacher, the MHA will get consents from the Parent to move forward in the process.
  - c. If the Curriculum Director does not see any issues in the classroom with the child's behavior or the teacher's interactions with the child, the Campus Director or Teacher will follow-up with the parent on things that will be done in the classroom to alleviate the behavior
5. Observation from Mental Health Provider with notes from observation provided to MHA.
6. After observation by Mental Health Provider, meeting with CSNT staff – MHA, CD, Curriculum Director, Mental Health/Disability Specialist, will be conducted to prepare for Parent Meeting
7. Parent Meeting is conducted to start services – Parent, Teacher, MHA/FSW, & Mental Health Provider

# **SELF-ASSESSMENT PROCESS**

## **Self-Assessment Overview**

**During each school year, a self-assessment will be completed by the Program. The extent of the on-site assessing, the number of site visits, and the amount of on-going contact with staff/parents in each area will be based on the results of the program data that is used during the assessment. The data that will be used during self-assessment will include:**

**On-going Monitoring – Quarterly Monitoring Reports and Detailed Monitoring Reports.**

**Program Information Reports – Annual Program Information Reports. (Following the 5-year grant cycle.)**

**Program Goals – Quarterly Progress Reports on goal implementation.**

**School Readiness Goals – Quarterly Progress Reports on goal implementation.**

**Family, Parent, and Community Engagement Goals – Quarterly Progress Reports on goal implementation.**

**Child Assessments – Quarterly Child Assessment Reports on areas of strengths and weaknesses.**

**CLASS (Classroom Assessment Scoring System) – CLASS observation reports.**

**Monthly Progress Reports – Monthly Program Progress Report Summary for the 5-year grant cycle.**

**Financial Reports – Annual and Monthly Financial Report Summaries**

**Any other data that would be relevant to the Head Start Program's analyzation of the implementation of program services and the effectiveness of the services within the Head Start service area.**

## **Self-Assessment Implementation**

**The Self-Assessment will be performed according to the following schedule:**

<b><u>What</u></b>	<b><u>When</u></b>
<b>Leadership Team</b>	<b>Meet to analyze data at the end of Detailed Monitoring</b>

<b><u>Who</u></b>	<b><u>Responsibility</u></b>
<b>Head Start Director</b>	<b>Create List of SA Committee Members</b>
	<b>Create Updated SA Draft</b>

<b><u>What</u></b>	<b><u>When</u></b>
<b>Self-Assessment Committee</b>	<b>Meet to approve Updated SA Draft</b>

<b><u>Who</u></b>	<b><u>Responsibility</u></b>
<b>Head Start Director</b>	<b>Present Updated SA Draft to PC/GB for approval</b>

**SA TOOL FOR THIS AREA (SA TOOL FOUND ON THE ECKLC WEBSITE)**

**Listed below are some of the tools that are available for use during the monitoring and self-assessment process:**

***Child Plus Inc.* – Database System for tracking program information pertaining to children, families, and personnel**

***CIRCLE Child Assessment (CLI Engage)* – Database System for tracking children’s developmental progress in each of the Head Start Framework Domains**

***CLASS* – Classroom Assessment Scoring System**

***DIAL 4* – Speed Dial is an early learning screener used to track the development of children entering the Head Start Program.**

***ECI Engage Development Checklist* – EC Developmental Checklists is an early learning screener used to track the development of infants and toddlers entering the Early Head Start Program.**

*MIP* – Financial database tracking system and system for Payroll and Personnel Data Tracking each of the Head Start Framework Domains

*Circle* – Database System for assessing children’s development levels in Mathematics and Language/Literacy (Part of the Texas School Ready System)

*Monthly Progress Reports* – CSNT Head Start spreadsheet used to track monthly progress in each content area and for the program.

2. Teachers will assess children three times per year. The assessments will begin around September 15<sup>th</sup>, January 15<sup>th</sup>, and April 15<sup>th</sup>. Each assessment period will last approximately 30 days. At the end of the year, the teacher will provide a copy of the Individual Summary of the child's progress will be given to the FSW to place in the Progress Notes Section of the child's file.

3. Information from the assessment will be used to assist children in meeting the CSNT Head Start School Readiness Goals. Teachers will use this information to individualize with children in areas where improvement is needed in certain skill areas. Campus Directors will monitor implementation of the assessment in the classroom.

### **INTERACTIVE BOARDS/ I-PADS/ MP3 PLAYER AND SPEAKERS**

1. No unauthorized devices shall be attached to the MP3 player, Interactive Boards or I-pads.
2. Do not attempt to alter, destroy or disable the devices or speakers.
3. Accessing non-educational content without prior written permission from the Curriculum Directors or designee is prohibited.
4. Do not install, download or place any software or external data on the devices.
5. Contact your Curriculum Director or Program Manager to add new songs/music to the devices.
6. Store your assigned devices and speakers in a safe and secure place as you are responsible for the upkeep.
7. Include your assigned MP3 player and speakers on your inventory list.
8. Report immediately to your Curriculum Director or Program Manager any problems with your device/speakers or if either becomes lost or stolen.
9. Delete photos from your iPad immediately after the photo has been used for its original purpose. Do not store children's photos on your classroom iPad. These devices share an Apple Account and all classroom photos can be seen by other classrooms within the CSNT Head Start Program.

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## **FIELD TRIPS**

Each classroom can take two educational field trips a year (one in the fall and one in the spring). These two trips do not include the kindergarten transition trip or the end of the year celebration.

### **PROCEDURES FOR COMPLETING THE FIELD TRIP FORM:**

1. This Field Trip and Transportation Request form must be completed and turned in **one month prior** to the date of the field trip.
2. The teacher fills out all appropriate information and turns in the forms **one month in advance** of the field trip.
3. The teacher gives the forms to the Campus Director for approval and signature.
4. The Campus Director sends the Field Trip and Transportation Forms to the Curriculum Director.
5. The Curriculum Director will sign the Field Trip Request Form and send it to the Program Manager for approval and signature.
6. Once the field trip has been approved and has all required signatures. The Curriculum Director will send the Transportation Request Form to the Support Services Manager for approval and signature. The Support Services Manager will return the approved and signed Transportation Request Form to the Curriculum Director.
7. The Curriculum Director will send copies of the approved Field Trip Request Form and the Transportation Request Form back to the Campus Director to schedule the field trip.
8. If the menu has been changed, the Nutrition Manager approves all meals and signs the form as well.
9. If at any time in this process the field trip, transportation, meals, etc. are not approved, the forms will be returned to the Campus Director as unapproved with the reason why it was not approved.

### **PROCEDURES FOR IN HOUSE FIELD TRIPS**

1. For in – house field trips, please have the guest fill out an in – kind form.