

## When Head Start Develops the Individualized Education Program (IEP)

### POLICY:

An Individualized Education Program is developed for each child enrolled in the Head Start program that has been evaluated and found to have a disability.

*This policy relates to Head Start Performance Standards 45 CFR Part 1302.33, 1302.60, 1302.61, 1302.62, 1302.63.*

### PROCEDURE:

1. When Head Start provides for the evaluation, the multi-disciplinary evaluation team makes the determination whether the child meets the Head Start eligibility criteria. The team assures that the evaluation findings and recommendations, as well as information from the developmental **screening and assessment process, response to intervention (RTI) process (if utilized)**, observations and parent reports, are considered in making the determination whether the child meets Head Start eligibility criteria.
2. Every child receiving services in the Head Start program and who had been evaluated and found to have a disability and in need of special services, must have an IEP before special education and related services are provided to ensure that comprehensive information is used to develop the child's program.
3. If Head Start develops the Individual Education Program (IEP), the IEP takes into account the child's unique needs, strengths, developmental potential and the family strengths and circumstances as well as the child's disabilities. The IEP includes:
  - a. A statement of the child's present levels of functional **performance** in the areas of communication, academics, health, vision, hearing and motor abilities, social-emotional, self-help, and cognitive levels of development and the identification of needs in areas requiring specific programming. **A statement of how the disability affects the child's participation in appropriate activities is also to be included.**
  - b. A statement of **measurable annual goals, designed to meet each of the child's other educational needs that result from the child's disability.**

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- c. A description of how the child's progress toward meeting the annual goals will be measured. Also, a description regarding when periodic reports on the progress the child is making toward meeting the annual goals will be provided.
  - d. A statement of the special education and related services, supplemental aids and services to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel to enable the child to participate in the Head Start program will be included in the IEP. This purpose of this statement is to describe how these services will enable the child to: advance appropriately toward attaining the annual goals; to be involved in and make progress in the general education curriculum and participate in extracurricular and other nonacademic activities; and to be educated and participate with other children with disabilities and nondisabled children in the activities described in this section. This includes services provided by Head Start and services provided by other agencies and non-Head Start professionals.
  - e. An explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular class and in the activities described in 3(d) above.
  - f. A statement of any individual appropriate accommodations necessary to measure the academic achievement and functional performance of the child on State and districtwide assessments.
  - g. The projected dates for initiation of services and modifications identified in the IEP, as well as the anticipated frequency, location, and duration of the identified modifications and services.
4. When Head Start develops the IEP, the team includes:
  - a. The Head Start Disability Services Manager or a representative who is qualified to provide or supervise the provision of special education services.
  - b. The child's Teacher.
  - c. One or both of the child's parents or guardians.

- d. At least one of the professional members of the multidisciplinary team which evaluated the child.
  - e. The LEA representative is invited in writing if Head Start is initiating the request for a meeting.
  - f. Head Start may also invite other individuals at the request of the parents and other individuals at the discretion of Head Start program, including other Head Start staff, particularly those involved due to the nature of the child's disability.
5. A meeting is held at a time convenient for the parents and staff to develop the IEP within thirty calendar days of a determination that the child needs special education and related services. Services are to begin as soon as possible after the development of the IEP.
6. Head Start makes vigorous efforts to involve parents in the IEP process:
- a. **Provide written notification to the parents within 7 days of the proposed meeting date** and, if necessary also verbally or by other appropriate means, of the purpose, persons requested to attend, time and location of the IEP meeting far enough in advance so that there is opportunity for them to participate.
  - b. Make every effort to assure that the parents understand the purpose and proceedings and that they are encouraged to provide information about their child and their desires for the child's program.
  - c. Provide, interpreters, if needed, and offer the parents a copy of the IEP, in the parents' language of understanding, after it has been signed.
  - d. Hold the meeting, without the parents only if neither parent can attend, after repeated attempts to establish a date or facilitate their participation, through records of contacts, (i.e. phone calls, letters, home visits or visits to parent's place of work), along with the responses or results.
  - e. Arrange an opportunity to meet the parents to review the results of the meeting and secure their input and signature.

7. Head Start initiates the implementation of the IEP as soon as possible after the IEP meeting by modifying the child's program in accordance with the IEP and arranging for the provision or related services.

*Approved by the Policy Council, August 2017*