

## **When the LEA Develops the Individualized Education Program (IEP)**

### POLICY:

To implement instructional objectives for the attainment of a child's specific annual goals.

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

### PROCEDURE:

1. Head Start screens enrolled children prior to or within forty-five (45) days of child's enrollment date.
2. Screenings, observation, implementation of interventions / Response to Intervention (RTI) process, and/or other information lead to referral of a child for further evaluation and as a possible candidate for special education services.
3. Referral is made to LEA for evaluation. (If the child has a known disability at the time of enrollment, notify the Local Education Agency immediately). **For children enrolled at Model City Head Start, referral will be made to the appropriate LEA, which may be Pikeville Independent LEA or Pike County LEA.**
4. A Head Start representative is included in the Admissions and Release Committee membership.
5. The ARC determines content of evaluation.
6. Parent permission for evaluation is obtained.
7. Child is evaluated to determine disability with adverse on educational performance and need for special education.
8. Evaluation must meet state requirements.
9. Head Start and/or other current data are used rather than repeated.
10. Head Start is part of the evaluation team.

11. ARC determines eligibility based on the evaluation and state eligibility criteria. If not eligible, ARC gives parent notice of refused services and alternative remedial actions, with due process rights. **The designated delegate staff member and / or the Disability Services Manager will seek guidance from a mental health or child development specialist to determine if a significant delay exists that is likely to interfere with the child's development and school readiness. If such a delay exists, the designated delegate staff member and Disability Services Manager will partner with the family to help address the child's needs. This may include, but is not limited to, consideration for services under section 504 of the Rehabilitation Act, information on available outpatient therapy centers, medical professionals, advocacy groups, and community agencies.**
12. If eligible, the child has an Individual Education Program (IEP) developed for the special education and related services needed.
13. The IEP addresses only special services. (These services over and above what every other child receives).
14. The IEP addresses what services will be provided by the school district and by the Head Start program.
15. The school district has the Free Appropriate Public Education (FAPE) responsibility and due process.
16. Child is included on district's Individuals with Disabilities Education **Act** (IDEA) count.
17. Child must be identified and served under an IEP by December 1 to be included in the count.
18. IDEA Count is for supplemental federal funds.
19. IDEA and Head Start funds are not duplicated. (The child may be counted funded under both).
20. The child is not counted in the State preschool (KERA) count.