
	DHS Head Start Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Education Program (IEP) for Children with Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 5/25/21	Governing Body Approval: 5/23/19	Governing Body Revision: 5/27/21
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Policy:

Every effort must be made to ensure a child identified with a disability fully participate in all program activities. The information provided in the child’s Individualized Education Plan (IEP) or 504 plan will be used when planning individualized strategies and activities for children with disabilities.

Education Service Providers must implement the IEP on the date determined by the Admissions Review and Dismissal Committee by modifying the child's program in accordance with the IEP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, and cultural and linguistic background of the child. The Education Service Provider Disability Coordinator will work with staff and families to ensure children are working toward the goals in their IEP.



Upon request, the Education Service Provider Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. If a child enters Head Start with a valid IEP, Education Service Providers will follow school district guidelines regarding special education services.

Education Service Providers will develop and implement procedure to ensure a copy of a child’s IEP and/or the *Goals and Objectives/Modifications Sheet* or 504 Plan information is maintained in the classroom and accessible to the teacher, instructional assistant, substitute, and City of San Antonio staff as needed. Confidentiality of information must be maintained at all times.

The child’s disability information and copies of required documents will be entered into ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Child File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide.*

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	DHS Head Start Program Policy		
DISABILITIES 2			
SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 5/23/19
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Policy:

A child with a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child’s eligibility for additional services. The City of San Antonio Head Start collaborates with Edgewood ISD and San Antonio ISD, the Local Education Agency responsible for implementing IDEA to improve service delivery, including the referral and evaluation process.

The Education Service Provider will facilitate the provision of intervention services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination or if it is determined the child is not eligible.

Education Service Providers will develop and implement procedures related to the Response to Intervention/Multi-Tiered Systems of Support (RTI/MTSS) process, including student information and documentation. Children who do not respond to intervention services and are potentially eligible for special education and related services will be referred for evaluation. This referral process should not be delayed due to the implementation of RTI/MTSS.



Education Service Providers will develop and implement procedures to ensure referrals, follow-up, and timelines are documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Child File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide*

Performance Standard(s):

1302.33 (a-b); 1302.61

Other references:

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated April 29, 2016

	DHS Head Start Program Policy		
DISABILITIES 3			
SUBJECT	Children with development delays who do not qualify for Special Education Services		
REFERENCE	Disabilities Services		
EFFECTIVE	9/13/11		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will serve children with suspected or diagnosed disabilities who do not qualify for special education services from the Local Education Agency (LEA).

The Education Service Provider Disability Coordinator, Education Coordinator, and teachers will work with parents/guardians to identify the child’s strengths, needs, and interests and develop and implement strategies to ensure positive student outcomes, and monitor the child’s progress. If a child does not exhibit progress, a request for re-evaluation may be submitted to the LEA.

Performance Standard(s):

1302.31; 1302.33; 1302.41; 1302.46; 1302.42 (d) (1-2); 1302.62 (a)