
		<b>DHS, Head Start Program Policy</b>			
<b>DISABILITIES 1</b>					
<b>SUBJECT</b>		Individualized Education Program (IEP) for Children with Disabilities			
<b>REFERENCE</b>		Disabilities Services			
<b>EFFECTIVE</b>		6/15/2011			
<b>Policy Council Approval: 7/25/17</b>		<b>Policy Council Revision: 7/25/17</b>		<b>Governing Body Approval: 9/28/17</b>	
				<b>Governing Body Revision: 9/28/17</b>	
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**Policy:**



The Individualization policy guidelines in Education and Early Child Development Policy and the information provided in the child’s IEP will be used when planning individualized strategies and activities for children with disabilities. Every effort must be made to include children with disabilities in all program activities.

Education Service Providers must initiate the implementation of the IEP on the date determined by the Admissions Review and Dismissal committee at the meeting, 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, learning style, and cultural and linguistic background of the child. Planned IEP strategies/activities will be reviewed by the Disabilities Coordinator. If a child enters Head Start with an IEP completed within two months prior to entry, services must begin within the first two weeks of program attendance.

Copies of the IEP will be maintained in the Child’s Classroom File and/or Portfolio. The *Goals and Objectives/Modifications Sheet* is acceptable documentation of a child’s IEP. The IEP may be kept in a different location in the classroom, however, this information, including the location of the IEP, must be noted within the child’s Classroom File and/or Portfolio. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents as noted on the *City of San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start Child File Scan Order and Process Guide* will be entered and scanned into ChildPlus.

**Performance Standard(s):**

1302.61; 1302.62; 1302.63; 1303.75

		<b>DHS, Head Start Program Policy</b>			
<b>DISABILITIES 2</b>					
<b>SUBJECT</b>		Timely Referrals			
<b>REFERENCE</b>		Disabilities Services			
<b>EFFECTIVE</b>		6/15/2011			
<b>Policy Council Approval: 7/25/17</b>		<b>Policy Council Revision: 7/25/17</b>		<b>Governing Body Approval: 9/28/17</b>	
				<b>Governing Body Revision: 9/28/17</b>	
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**Policy:**

A child with a delay or a suspected delay in the areas of vision, hearing, cognitive development, motor development, language, speech and articulation, behavior, self-help, and social development may require a formal evaluation to determine if he or she has a disability. The Disabilities Coordinator must collaborate with other program staff throughout the full referral process for each child, including screening, developmental assessment and formal evaluation.

The Disabilities Coordinator will facilitate the provision of early intervention services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to interventions and are potentially eligible for special education and related services should be referred for evaluation as soon as the need becomes evident. This process should not be delayed due to the implementation of the Response to Intervention (RTI) process.

Education Service Providers will develop and implement procedures to ensure that any child referred to the RTI process is documented in ChildPlus according to the *City of San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start Child File Scan Order and Process Guide*.



Education Service Providers will develop and implement procedures to ensure that referrals, follow-up and timelines are documented in ChildPlus and in the Child’s Classroom File and/or Portfolio and must adhere to the *City of San Antonio Data Entry and Benchmark Due Date Guide* and the *Head Start Child File Scan Order and Process 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 January 21, 2010

		<b>DHS, Head Start Program Policy</b>			
<b>DISABILITIES 3</b>					
<b>SUBJECT</b>		Children with development delays who do not qualify for Special Education Services			
<b>REFERENCE</b>		Disabilities Services			
<b>EFFECTIVE</b>		9/13/11			
<b>Policy Council Approval: 7/25/17</b>		<b>Policy Council Revision: 7/25/17</b>		<b>Governing Body Approval: 9/28/17</b>	
				<b>Governing Body Revision: 9/28/17</b>	
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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).

Disability and Education Coordinators and teachers will work with parents to identify the child’s strengths and closely monitor the child’s progress. Each child will be provided with individually appropriate services. If a child is not exhibiting progress while in school, a request will be made to the LEA for re-evaluation.

**Performance Standard(s):**

1302.31; 1302.33; 1302.41; 1302.46; 1302.43 (d) (1-2); 1302.62 (a)