



Serving Northeast Oklahoma

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MEMORANDUM OF UNDERSTANDING

Grand Head Start and Local Education Agency
for Services to Children with Disabilities

This Memorandum of Understanding is between Independent School District No. 18 I-017 of Craig County, Oklahoma, aka Welch Public School District (Local Education Agency) and Grand Head Start (Grand HS) serving Northeast Oklahoma, for the period of **July 1, 2021 through June 30, 2022.**

I. PURPOSE STATEMENT

The purpose of this agreement is to establish working procedures in the provision of services to preschool children, three to five years of age, suspected of a disability or eligible for special education or related services in compliance with the federal and state laws and regulations. The agencies involved are mandated to serve children with disabilities. The shared mandate provides an opportunity for the formation of partnerships. Working together, the agencies seek to streamline the system that identifies children and provides services to eligible children. The partners will maximize the use of resources and increased opportunities for contacts that facilitate communication and coordination of planning and service delivery. In addition to specifying the roles and responsibilities of the two agencies, this Agreement provides guidance for implementation and a framework for the enhancement of collaborative agreements.

II. PROGRAM MANDATES

Local Education Agency will:

1. Locate and identify preschool children with disabilities through a Child Find effort which includes a screening process.
2. Provide services to preschool children with disabilities which are required by the Individuals with Disabilities Education Act (IDEA).
3. Provide free and appropriate public education (FAPE) to preschool children with disabilities, to include the development and implementation of an Individualized Education Plan (IEP).
4. Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers to the maximum extent appropriate.
5. Work with appropriate community agencies to provide services to preschool children with disabilities.

6. Maintain and submit census and attendance data on eligible preschool children with disabilities for funding entitlement and budget preparations.

Grand HS will:

1. Recruit, enroll, and serve eligible children ages three to five, including children with disabilities.
2. Screen all enrolled children within 45 days for developmental concerns.
3. Refer children determined at risk to appropriate professionals for diagnostic evaluation.
4. Collaborate with other community agencies to provide services to children with disabilities.

III. PROGRAM DESCRIPTION

1. Welch Public School District serves Welch, OK, and is located at 707 South Curtis, Welch, OK 74369.
2. The geographic area designated as the service area for the Grand Head Start serving Northeast Oklahoma program is defined as Craig, Delaware and Ottawa Counties. The location of the Grand HS center located within the Welch School District is the Miami Head Start Center, 1530 H Street NW, Miami, OK 74354, within Ottawa County.

IV. SERVICE IMPLEMENTATION

1. Child-Find/Screening

Local Education Agency and Grand HS responsibilities:

- a. The Local Education Agency special education program and Grand HS will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- b. This agreement includes a time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in Grand HS as mandated in the Head Start Performance Standards (45 CFR 1308).
- c. One or more of the following methods have been considered (check one or more as appropriate):
 - X i. Joint Screening: Screening may be conducted simultaneously by Grand HS staff and Local Education Agency special education staff within the same location.
 - X ii. Shared Staff: Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start Program Performance Standards and the Local Education Agency special

education program may complete required screening under the IDEA).

- X iii. Shared Information: Screening will be provided for referral as determined by both entities. Consent for release of information will be obtained at the time of screening.

2. Referral for Evaluation

Local Education Agency will:

- a. Obtain Parental Consent for Evaluation.
- b. Complete initial evaluation within 45 days of receiving Parental Consent.
- c. Use the input of the child's parents to also identify what additional data, if any, are needed to determine eligibility.

Grand HS will:

- a. Refer a child to Local Education Agency for evaluation as soon as the need is evident.
- b. Obtain Parental Consent to release any information to Local Education Agency.
- c. Provide Health and Developmental Screening to Local Education Agency to help determine eligibility for Special Services.
- d. Provide parents with support and outside resources during evaluation process.

3. Comprehensive Evaluation

Local Education Agency will:

- a. Use a variety of assessment tools and strategies to gather current relevant functional, developmental, and academic information about the child, including information provided by the parent that may assist in determining eligibility.
- b. Not use any single measure or assessment as the sole criterion for determining an appropriate educational program for the child.
- c. Assess in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

Grand HS will:

- a. Exercise care to ensure that no child is misidentified because of economic circumstances, ethnic or cultural factors, developmental lags not caused by a disability, bilingual or dialectical differences or because of being non-English speaking.
- b. Provide screening results, pertinent observations, and the results of any developmental assessment information which may be available.

4. Individualized Education Program Development

Local Education Agency will:

- a. Develop the IEP which must be reviewed and revised in a meeting in accordance with IEP requirements under IDEA Part B (619) and state standards.
- b. Make sure other responsibilities for agencies regarding the provision of transition services described in the IEP are in accordance with 34 CFR §300.324.
- c. Include a statement of the child's present levels of academic achievement and functional performance, including how the child's disability affects the child's involvement and progress in the general education curriculum and transition as appropriate for preschool children.
- d. Provide written statement in the IEP of objectives in measurable terms and a description of the direct relationship between present levels of performance, annual goals, and other components of the IEP.
- e. Identify the special education and related services, supplementary aids and services (based on peer-reviewed research to extent practicable) and program modifications or support for school personnel to be provided to enable the child to advance appropriately toward attaining the annual goals.

Grand HS will:

- a. Review the IEP once a month to make sure goals and objectives are being met in the classroom.
- b. Integrate goals and objectives into lesson plans monthly.
- c. Help develop the child's unique needs, strengths, developmental potential and the family's strengths.
- d. Inform parents of their rights under IDEA.

5. Placement

Local Education Agency will:

- a. Determine placement individually based upon the IEP team's consideration of the child's present performance, abilities, and needs.
- b. Consider what services and placement are necessary to implement the IEP goals and short-term objectives.
- c. Specify the amount of time the child receives special education and related services in the early childhood program.

Grand HS will:

- a. Do joint placement of the child with other agencies as needed.

- b. Access resources, and plan for placement, use of resource staff, as available, and training so a child with a disability for whom Grand HS is an appropriate placement according to the IEP is not denied enrollment.
6. Specific Program Service Delivery
(Include transportation, therapy and special educational resources)
- a. Local Education Agency shall provide transportation for Grand HS children with disabilities if it is deemed necessary as a related service on the IEP.
 - b. Provide related services at the Head Start Center.
7. Procedure for Hiring and Supervising Staff Providing Special Services

Local Education Agency will:

- a. Employ school personnel to provide the special education and related services, supplementary aids and services and program modifications or support to enable the child to advance appropriately toward attaining the annual goals.

Grand HS will:

- a. Upon confirmation of Local Education Agency funding, hire a paraprofessional if stated in the IEP that the child needs assistance in the classroom.

8. Procedures for Review/Monitoring of Child's Progress

Local Education Agency and Grand HS responsibilities:

- a. Grand HS and Local Education Agency will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Grand HS staff, or the Local Education Agency special education program staff, at any time, may request a meeting. Procedural safeguards for notification will be followed.

Local Education Agency will:

- a. Conduct reevaluation at least once every three years, or more often if conditions warrant the need for reevaluation.

Grand HS will:

- a. Review child's file to ensure that the IEP is current.
- b. Review child's outcomes to see that all IEP goals and objectives are being achieved.

V. CONFIDENTIALITY

Welch Public School District 18 I-017 and Grand Head Start serving Northeast Oklahoma shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA).

VI. TRAINING AND TECHNICAL ASSISTANCE

Local Education Agency will provide State mandated training for Autism as needed.

Grand HS will schedule IDEA training annually and Autism training every three years for pre-service training.

Both agencies will ensure that respective agency staffs are trained annually on this Agreement.

VII. PARENT INVOLVEMENT ACTIVITIES

Local Education Agency will:

1. Ensure that parents are present at IEP meetings.
2. Afford parents the opportunity to participate in development of the IEP and its annual review in accordance with the regulations for parent participation.
3. Ensure parent participation including individual or conference telephone calls or videoconferencing.

Grand HS will:

1. Provide information to parents about how to foster the development of their child with disabilities.
2. Provide opportunities for parents to observe large group, small group and individual activities described in their child's IEP.
3. Provide follow-up assistance and activities to reinforce program activities at home.

VIII. COUNTING & REPORTING CHILDREN WITH DISABILITIES

Local Education Agency will:

1. Conduct a count of all children with disabilities who are receiving special education and related services and who have an individualized education program in effect on October 1 (Child Count).
2. Maintain a master list of all Head Start children with a disability and provide the list to the Grand HS program.

Grand HS will:

1. Provide the number of children receiving services under IEPs to the Local Education Agency for the Local Education Agency Child Count report by October 1 annually.

IX. TRANSITION ACTIVITIES

Local Education Agency will:

1. Ensure that a Transition Meeting is held to inform the parent of what to expect when the child is enrolled in a public school system.
2. Provide opportunities for mutual visits by the Grand HS and Local Education Agency staff to one another's facilities to help plan appropriate placement.

Grand HS will:

1. Assist parents in the transition of children from Grand HS to Local Education Agency or other placement, beginning early in the program year.
2. In cooperation with the child's parents, notify the school of the child's planned enrollment prior to the date of enrollment.
3. Provide opportunities for mutual visits by the Grand HS and Local Education Agency staff to one another's facilities to help plan appropriate placement.

X. TERMINATION/ REVIEW

This Memorandum of Understanding will be reviewed and revised on an as-needed basis or at least once annually. This agreement may be terminated by any party upon thirty (30) days written notice.

Local Education Agency

Printed Name

Title

Signature

Date

Grand Head Start

Nathalie McClelland

Printed Name

HS Prog Director

Title

Nathalie McClelland

Signature

6-10-21

Date