

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Education Compliance for Community Programs	1024

1. Purpose. This policy has been prepared to carry out education law compliance in the conduct of community programs licensed by Developmental Disabilities Services.
2. Scope. This policy applies to all affected programs providing services to individuals ages 0 to 6 with developmental disabilities.
3. Annual Child Count. The procedures followed by DDS licensed community programs in conducting the annual child count which generates education funds will be those designated by the Arkansas State Department of Education and a copy of those procedures provided to each program.
4. Compliance Procedures. Each affected community program shall have in place procedures to ensure education law compliance. These procedures shall be in compliance with those defined by the ADE.
5. Monitoring. Education law compliance will be monitored by the DDS Education and Training Consultant, in conjunction with Public Law 89-113 (Chapter I) conducted by DDS, State Department of Education, and Federal personnel as defined by the procedures manual.
6. Procedural Guidelines.
 - A. 200.53 Consultation with parents/guardians and teachers

Replacement Notation: This policy replaces Policy #1024 effective March 17, 1981, and January 8, 1987.

Effective Date: December 1, 1993

Sheet 1 of 3

References: DDS Board Service Policy 3003, Education Law Compliance, effective February 27, 1981, which is hereby superseded by Act 348 of 1985; Public Law 89-313, Public Law 94-142.

Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: November 4, 1993.

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The parents/guardians of individuals receiving services shall have adequate opportunity to participate in the design and implementation of the Center's Chapter I projects. Activities may include but are not limited to the following:

1. Notifying each individual's parents/guardians in a timely manner that their child has been selected to participate in Chapter I and why the selection was made.
 2. Assuring each parent/guardian of the specific instructional objectives for their child.
 3. Reporting to each parent/guardian the child's progress.
 4. Establishing conferences between parents/guardians and teachers.
 5. Providing upon request, materials and suggestions to help parents/guardians which promote the education of their child.
 6. Training parents/guardians upon request, to promote the education of their child at home.
 7. Providing timely information concerning the Chapter I program including, for example, program plans and evaluations.
 8. Soliciting parents/guardians' suggestions in the planning, development, and operation of the program.
 9. Consulting with parents/guardians about how the center can work with parents to achieve the program's objectives.
 10. Providing timely responses to parents/guardians recommendations.
 11. Facilitating volunteer or paid participation by parents/guardians in center activities.
- B. 204-21 Annual meetings of parents/guardians

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Centers that receive Chapter I funds shall annually convene a public meeting, to which all parents/guardians of eligible children must be invited, to discuss with those parents/guardians the programs and activities provided with Chapter I funds. The discussion must include:

1. Informing parents/guardians of their right to consult in the design and implementation of the center's Chapter I project;
2. Soliciting parent/guardian input; and,
3. Providing parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, teachers, and center officials.

The DDS Therapeutic Services Director and Education & Training Consultant shall be provided with a copy of the minutes of the annual meeting.

- C. Parent/guardian involvement policies should be disseminated to Chapter I parents/guardians at the annual centerwide meeting.
- D. If the parents/guardians desire further activities, the center may, upon request, provide reasonable support for these activities. This support may include, but is not limited to --
 1. Reasonable access to meeting space and materials;
 2. Provision of information concerning the Chapter I law, regulations, and instructional programs;
 3. Training programs for parents/guardians; and,
 4. Other resources, as appropriate.

