

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

| Policy | Subject of Policy | Policy No. |
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| Service | HDC Education Compliance | 3012-I |

1. Purpose. This policy has been prepared to carry out the DDS Board directive relating to education law compliance in the conduct of HDC programs.
2. Scope. This policy affects all DDS operated programs serving school-age (3 through 20) children and receiving Federal and/or State education funds.
3. Annual Child Count. The procedures followed by DDS in conducting the annual child count which generates education funds will be those requested and outlined by the Arkansas State Department of Education.
4. Compliance. The Staff of Developmental Disabilities Services will prepare and periodically revise Compliance Procedures to assure that all individuals have available to them a free appropriate education and related services designed to meet their unique needs and assure that the rights of handicapped children and their parents/guardians are protected as outlined by the Individuals with Disabilities Education Act and Arkansas Act 102 of 1975 as amended.
5. Individual Protections and Procedural Safeguards. Every individual, parent/guardian will be assured of their rights as they relate to Confidentiality, Prior Notice, Evaluation and Maintenance/Destruction of Information. All systematic Agency intake, referral, and appeals processes will include these protections and safeguards.
6. Procedural Guidelines.
 - A. 200.53 Consultation with Parents/Guardians and Teachers

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:

Replacement Notation: This policy replaces DDS Commissioner's Office Policy 3012-I, February 23, 1981 and January 8, 1987.

Effective Date: March 15, 1993

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References: DDS Board Policy 3003, Education Law Compliance, effective February 27, 1981.

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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

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:

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1. Information 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 shall be disseminated to Chapter I parents/guardians at the annual centerwide meeting.
- D. If 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 laws, regulations, and instructional programs;
 3. Training programs for parents/guardians; and,
 4. Other resources as appropriate.

