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

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


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:
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.