Policy Type | Subject of Policy | Policy No.
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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

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

Effective Date: December 1, 1993

References: DDS Board Service Policy 3003, Education Law Compliance, effective February 27, 1981, which is hereby superseded by Act 348 of 1985; Public Law 89-313, Public Law 94-142.

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.


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. 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.