

AGREEMENT BETWEEN
***Insert Name* SCHOOL DISTRICT AND**
***Insert Name* HEAD START PRE-BIRTH TO FIVE**
PROGRAM

PURPOSE:

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between *Insert Name* School District and Head Start Pre-Birth to Five to:

1. Assure that children in need of special education or special education and related services receive appropriate services for which they are eligible; and
2. Assure quality programs and maximize services through joint utilization of resources.
3. Assure coordination related to ESEA Section 1119: Each local education agency receiving assistance under this part shall carry out the activities described in subsection (b) with Head Start agencies and, if feasible, other entities carrying out early childhood development programs, Each local educational agency shall develop agreements with Head Start agencies and other entities to carry out such activities.

THE *Insert Name* SCHOOL DISTRICT IS REQUIRED TO:

1. Locate, screen, evaluate and identify, all children birth through 21, residing within their boundaries, who may have a disability.
2. Provide a free and appropriate public education (FAPE) through the provision of special education services to all eligible children, as determined by the multidisciplinary team and as described on their Individualized Education Program (IEP).
4. Ensure that whenever appropriate the IEP will include parent education and support to ensure that the special education program is effective.
5. Make the IEP accessible to each Head Start regular education teacher who has the responsibility for implementing IEP goals, while assuring procedural safeguards and confidentiality of information are provided to eligible children and their parents, which may include services provided at Head Start
6. Facilitate the transition of eligible children between the preschool program/Head Start and the K-12 system.

HEAD START PRE-BIRTH TO FIVE IS REQUIRED TO:

1. Recruit, enroll and serve eligible children. At least ten percent of the funded enrollment must be children with identified disabilities.
2. Refer children suspected of having a disability to the *Insert Name* School District for evaluation.
3. Insure completion of screening/assessment (developmental, medical, dental, and nutritional), not performed by the local education agency, as part of the process for determining if a disability may be present.
4. Collaborate with *Insert Name* School District in the multidisciplinary evaluation, IEP development, and the implementation of portions of the IEP identified for the Head Start Pre-Birth to Five Program, the IEP annual review, and the transition process.
5. Maintain procedural safeguards, including confidentiality of records, for all children with disabilities and their parents.
6. Offer support system for families of children with disabilities through training, information follow-up assistance, assistance in transition from one program to the next and social support.
7. Head Start Pre-Birth to Five will inform *Insert Name* School District of the number of children receiving special needs services prior to the December 1st reporting date.

AREAS FOR COLLABORATION AND COOPERATION:

1. **Developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood education program.**
2. **Communication: Establish and maintain regular and ongoing communication between *Insert Name* School District and Head Start Pre-Birth to Five Program. Establish channels of communication between school staff and their counterparts (including teachers, social workers, and health staff) in such Head Start agencies or other entities carrying out early childhood education programs, as appropriate, to facilitate coordination of programs.**
3. **Conducting meetings involving parents, kindergarten, or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children.**
4. **Eligibility: Eligibility determination must be made by a multidisciplinary team. The team shall include parents, regular education teacher of the child, at least one special education teacher of the child, a representative of the public agency who is qualified to provide or supervise the provision of specially designed instruction, and an individual who can**

interpret evaluation results and, at the discretion of the parent or agency, other individuals who have knowledge or special expertise regarding the child. If currently enrolled in Head Start Pre-Birth to Five or placement in Head Start Pre-Birth to Five is considered, representatives from Head Start Pre-Birth to Five shall be invited.

5. Referral Process: Head Start Pre-Birth to Five Program must refer any child suspected of having a disability to *Insert Name* School District for evaluation when concerns about a child's development are identified by parents or by Head Start Pre-Birth to Five staff during screening or ongoing assessment. Head Start Pre-Birth to Five staff must obtain parent permission before referring a child.
6. Screening: *Insert Name* School District and Head Start Pre-Birth to Five Program should develop a coordinated and comprehensive screening program utilizing the resources of each agency and local interagency network to locate and identify children with developmental delays and/or disabilities.
7. Individualized Education Plan (IEP): An IEP for children with disabilities, which includes services in Head Start Pre-Birth to Five Program, must be developed following all state and federal regulations, and should include Head Start Pre-Birth to Five staff and/or providers, as appropriate. *Insert Name* School District is required to complete the evaluation process within 25 school days from the date parent consent for evaluation is received unless other timelines are agreed upon by the LEA and parent. The development of an IEP for the child must be conducted within 30 days of a determination that the child needs special education and related services. Services outline in the IEP begin according to the start date documented in the IEP.
8. Program Options: *Insert Name* School District and Head Start Pre-Birth to Five Program can explore various options in the placement of children with disabilities. Local service arrangements may include placement in Head Start with itinerant staff from local education agencies; dual placement in both a Local Education Agency and Head Start; contracts for service; and other cooperative arrangements.
9. Providing Services: *Insert Name* School District and Head Start Pre-Birth to Five should provide services in a collaborative delivery model for children with disabilities and children served through ESEA Sec. 1119.
10. Transitions: Transition meetings should begin prior to the child entering Kindergarten. All information shared in this process shall conform to the confidentiality and due process requirements.
11. In-Service: *Insert Name* School District and Head Start Pre-Birth to Five Program can include each other's agency's personnel in in-service training activities whenever possible and appropriate.
12. Shared Resources: Head Start Pre-Birth to Five Program and *Insert Name* School District will share resources and training and technical assistance services which may include shared

personnel, cooperative resource libraries, facilities, equipment, transportation, contracted services, and exchange of in-kind services. The LEA is the agency responsible to ensure that a FAPE is made available to each eligible child.

13. Information Systems: Children enrolled in Head Start Pre-Birth to Five with services provided by *Insert Name* School District under an IEP shall be reported by *Insert Name* School District for inclusion in the federal child count and by Head Start Pre-Birth to Five in the Head Start Program Information Report (PIR)

DEFINITIONS

<u>Technical</u>	Provides targeted advice, guidance, and information through locally based
<u>Assistance Network</u>	Technical Assistance Specialist and directly to grantees to support the inclusion of children with disabilities and their families in Head Start and Early Head Start Programs.
<u>EHS:</u>	A Program funded under the Reauthorization Act of 1995 to provide comprehensive services to low-income pregnant women, children birth to age 3, and their families. In this agreement Early Head Start (EHS) shall include both Tribal and Regional Early Head Start programs.
<u>Head Start:</u>	A program funded under the Economic Opportunity Act of 1964 as amended and carried out by a local agency or grantee to provide ongoing comprehensive child development services for children ages 3-5 and their families.
<u>45 CFR:</u>	45 th Book of Code of Federal Regulations (commonly referred to Head Start Performance Standards).

We the undersigned agree to follow this agreement for coordination or cooperation.

District Superintendent/Elementary Principal

Head Start Director/Coordinator

Date

