OPERATING PROCEDURES

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

Kirbyville CISD **121905**

Template update October 2024

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING
Related Resources
Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

- The district will run monthly reports out of the special education software to track ARD/IEP annual due dates to maintain compliance. The reports will be reviewed by the Director of Special Education, diagnosticians, ARD facilitators, and Speech Language Pathologist.
    - Students receiving special education services are required to have an ARD/IEP meeting at least annually.
    - The ARD/IEP committee determines whether the child is a child with a disability and the educational needs of the child
    - The ARD/IEP committee determines the educational placement of a child with a disability
- The term ARD means Annual Review and Dismissal, and the term IEP means individual education plan. An ARD/IEP is a written statement for each child with a disability that is developed, reviewed, and revised in accordance with the ARD Committee guidelines.
- The Director of Special Education, diagnosticians, ARD facilitators, Speech Language Pathologist and any other role that is responsible for IEP compliance, will do random internal audits to monitor the compliance of each IEP. The most recent TEA External Desk Review Rubric will be used.
- The district will run reports out of the special education software to track initial FIIE completion dates and eligibility determination due dates. These reports will be reviewed by the Director of Special Education, diagnosticians, ARD facilitators, and Speech Language Pathologist. The district will also keep a spreadsheet of initial referral timelines for more frequent review by appropriate personnel.
    - The ARD/IEP committee must meet to develop an IEP within 30 calendar days from the date of the completion of the written full and initial evaluation report unless one of the following situations applies:
        - If the 30th day falls during the summer and school is not in session, the ARD committee has until the first day of classes in the fall to finalize its decisions, unless the initial evaluation indicates that the child will need extended school year during that summer; or

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- If Kirbyville CISD received the written consent for the evaluation from the parent at least 35 but fewer than 45 schools days before the last instructional day of the school year and the child was not absent from school three or more days between the time the district received written consent and the last instructional day of the school year, the ARD/IEP committee must meet not later than the 15th school day of the following school year, unless the initial evaluation indicates that the child will need extended school year services during that summer.

- For a student who transfers into Kirbyville CISD, the district will take steps to obtain the child's records from the previous school. The district will develop, adopt, and/or implement an IEP that meets compliance requirements within 20 school days from the date the child is verified as being eligible for special education services. Verification of eligibility means that the district has received a copy of the child's IEP that was in effect at the previous school from the parent or the previous school's transmittal of records.
- The IEP is completed in our special education software after the parent and district agree to the decisions made in the ARD/IEP meeting. The diagnostician, ARD facilitator, or Speech Language Pathologist will share the updated IEP information with the student's current teachers and others as appropriate for implementation by the.
- Administrators, teachers and paraprofessionals are trained on the implementation of IEPs, data collections, and delivery of services by persons knowledgeable in these areas.

STAFF RESPONSIBLE:

District Level: Special Education Director/Evaluation Personnel/ARD Facilitator

Campus Level: Campus Administrator/General Education Teacher/Special Education Teacher

TIMELINES FOR ARD COMMITTEE MEETING ACTIVITIES:

- Initial ARD meetings
- Annual Review ARD meetings

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EVIDENCE OF PRACTICE:

- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Forms or checklists used in IEP implementation (including software)
- Documentation of ARD committee meetings

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