OPERATING PROCEDURES

AGES 0-5

Kirbyville CISD **121905**

Template update October 2024

Legal Framework: AGES 0-5
Related Resources
Broad Category: CHILD FIND

PROCEDURES:

- The district and the ECI provider for the area communicate on the students being served and who is expected to be enrolled within our district. Within 90 days of a student's third birthday, ECI will refer a student to Kirbyville CISD for a transition meeting.
- The district registers students birth-age 3 with visual impairments and/or deaf or hard of hearing when its notified by ECI of student who needs parent-infant services. The student will receive services under an IFSP, which is through the early childhood intervention (ECI) program coordinated by the Texas Health and Human Services Commission (HHSC).
- The ECI district agency will;
    - Notify the district that a child will reach the age of eligibility for preschools services under Part B of IDEA, and
    - In the case of a child who may be eligible for such preschool services:
        - With the approval of the family of the child
        - Convene a conference with the lead agency, the family, and the district not less than 90 days before the child turns 3 years old to discuss any services and evaluations that the child may need.
        - In the case of a child who was previously served under IDEA Part C, an invitation to the initial ARD committee meeting must, at the request of the parent, be sent to the IDEA Part C service coordinator or other representatives of the IDEA Part C system to assist with the smooth transition of services according to the ARD Committee Membership and Prior Written Notice guidelines.
- The ECI agency will inform the Special Education Director through email or phone call that a student may be eligible for ECSE services under Part B.
- The district will communicate and coordinate the transition conference meetings with the ECI agency to ensure that the appropriate staff are present for the conference either in person or virtual.
- The Special Education Director is the district's Child Find contact. A timeline will be kept that includes the date of notification from the ECI Agency, the determination of appropriate staff to participate in the transition conference, and the date/time agreed on for the meeting.

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  - Provide Notice of Procedural Safeguards and Overview of Special Education Services to parent/legal guardians.
  - Obtain informed written consent to evaluate
  - Complete evaluation and hold initial ARD meeting before the child's 3rd birthday if during the school year and begin services on the 3rd birthday if during the school year.
  - If the student has a summer birthday the ARD committee must determine the start date for services.
  - Initiate services when parent signs consent for the provision of services.
- The district may use email, phone calls or written communication to invite individuals outside the district to participate in a student's initial ARD meeting.
- The Child Find notices are posted on the district website, social media outlets, and around the community in common locations to provide information for parents to refer their child for a special education evaluation.
- The district will use the same timeline tracking system for private school, day care centers, and home school evaluations as the public-school referrals.
- The district will share information and notify the public that children with disabilities who are at least 3 years of age but younger than 6 years of age have special education programs available using the district website and social media outlets.

STAFF RESPONSIBLE:

Local ECI Contractor: Burke Center

District Level: Special Education Director/Evaluation Personnel

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

Itinerant Level: Visual Impairment Specialist/Deaf/Hard of Hearing Specialist

TIMELINES FOR Ages 0-5 ACTIVITIES:

- Transition from IDEA-C to IDEA-B ECSE programs
- FIIEs
- Public outreach
- Staff training
- Information sessions for families

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EVIDENCE OF PRACTICE:

- Forms and checklists used to prepare ECI transition plans
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Media postings
- Public Notices
- Copies of IFSP meetings
- Notice of ARD committee meetings
- Copies of ARD committee meetings
- LEA submissions of SPP 11 and 12 through TEAL

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