OPERATING PROCEDURES

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

Kirbyville CISD **121905**

Template update October 2024

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

PROCEDURES:

- Ensure that required ARD committee members fully participate in the ARD committee meeting:
  - **Parent/guardian or adult student**- provide Prior Written Notice of the ARD Meeting at least 5 school days prior to the ARD Meeting unless the parent agrees to waive the 5 days prior written notice requirement.
  - **General education teacher**- provide notice of an ARD Meeting at least 5 school days prior to the ARD Meeting unless the parent agrees to waive the 5 days prior written notice requirement. This will be a teacher of the student unless the student does not have a general education teacher. The teacher will participate in the development of the student's IEP as appropriate.
  - **Special education teacher or provider**- provide notice of an ARD Meeting at least 5 school days prior to the ARD Meeting unless the parent agrees to waive the 5 days prior written notice requirement. This will be a teacher or provider of the student unless the student does not have a special education teacher. The teacher will participate in the development of the student's IEP as appropriate.
  - **LEA representative**- provide notice of an ARD Meeting at least 5 school days prior to the ARD Meeting unless the parent agrees to waive the 5 days prior written notice requirement. This person will be qualified to provide, supervise the provision of the IEP, specially designed instruction and is knowledgeable about the general education curriculum and district available resources. The choice of the LEA representative is at the discretion of the district, as long as they meet the criteria.
  - **Representative who can interpret the instructional implications of evaluation**- if an ARD meeting will be reviewing evaluation data, the evaluation personnel will be provided notice of an ARD meeting at least 5 school days prior to the ARD Meeting unless the parent agrees to waive the 5 days prior written notice requirement. An educational diagnostician, school psychologist, speech language pathologist may interpret the instructional implications of evaluation results.

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- **When appropriate,**
  - **Student-** when it's appropriate the student will attend. They are required to be invited and participate in transition planning by the time they are 14 years old (13-year-old ARD meeting). The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.
  - **Dyslexia or Dysgraphia representative-** if the student is suspected or identified with dyslexia, determining initial or continued eligibility, the ARD committee must include a professional who meets the credentials and training requirements specified in the Dyslexia Handbook must attend. This must be noted on the signature page to clearly indicate the role of this required member. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.
  - **CTE representative-** if the ARD committee will be considering placement or continued placement of a student in Career and Technical Education must participate. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.
  - **LPAC representative-** if the student is identified as an emergent bilingual student, a professional staff member who is on the district's Language and Proficiency Assessment Committee must participate. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.
  - **Teacher of students with visual impairments-** if the student is suspected or documented visual impairment, a teacher who is certified in the education of students with visual impairments must attend. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.
  - **Teacher of students who are deaf or hard of hearing-** if the student is suspected or documented to be deaf or hard of hearing, the student's Teacher of the Deaf and Hard of Hearing must attend. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.

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- **Teacher of students who are identified with deaf-blindness-** if the student is suspected or documented to have deaf-blindness, the student's Teacher of the Deaf and Hard of Hearing ***and*** a teacher who is certified in the education of students with visual impairments must attend. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement.
- **A representative of any participating agency**- (likely to be responsible for providing or paying for transition services) if the student and ARD committee deem it appropriate to invite the agency to participate in the planning of the student's IEP. ***With Consent from the Parent or Adult Student*** The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement. The diagnostician, ARD Facilitator, or Transition Specialist will be responsible for getting consent to invite and inviting the outside agency that may support the student with transition planning and supports. The diagnostician, school psychologist, or speech language pathologist will be responsible for getting consent to invite and inviting the ECI service coordinator or other representative of the ECI system to an ARD meeting for a student age 3-5.
- **JJAEP administrator or administrator's designee-** if the student will be placed in the JJAEP the district must invite the JJAEP administrator or their designee to the ARD meeting. The notice of an ARD meeting will be provided at least 5 school days prior to the ARD meeting unless the parent agrees to waive the 5 days prior written notice requirement. The campus principal will be responsible for inviting the JJAEP administrator.
- **Discretionary members-** the parent or adult student may invite individuals who have knowledge or special expertise regarding the student.

- **Excusal from participation in an ARD meeting**: an ARD committee member is not required to participate in whole or in part, if the parent and the district administrator agree in writing that the member's attendance is not necessary because the member's area of curriculum or related services is not being modified or discussed in the meeting. ***OR*** If the ARD committee member's area of curriculum or related services is being modified or discussed in the ARD committee meeting, the member may be excuse from attending in whole or in part, if the parent and the district administrator consent to the excusal in accordance with the Consent to Excuse Member From ARD Committee Meeting framework and the member submits, in

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writing to the parent and the ARD committee, input into the development of the IEP prior to the meeting.

- Elements of consent for excusal: The informed consent that the district must obtain to excuse a member from attending the ARD meeting, in whole or in part means: the parent has been fully informed of all information relevant to the excusal of the member from attending the ARD meeting in their native language or other mode of communication; the parent understands and agrees in writing to the excusal of the ARD member from attending the ARD meeting in whole or in part; the consent describers the excusal of the member from attending the ARD meeting; the consent lists the records that will be released and to whom (if appropriate); the parent understands that the granting of consent is voluntary and if the parent revokes consent, the revocation is not retroactive; therefore it does not negate an action that has occurred after the consent was given and before consent was revoked.

- The district will keep parent contact logs to document the attempts made to schedule an ARD meeting that is mutually agreeable to both the parent and the district.
- The district will provide training on the roles and responsibilities in an ARD meeting.

STAFF RESPONSIBLE:

District Level: Special Education Director

Campus Level: Diagnostician/ARD Facilitator/Speech Language Pathologist/Campus Administrator

TIMELINES FOR ARD COMMITTEE MEMBERSHIP ACTIVITIES:

- Notice of meetings
- Training of ARD committee members

EVIDENCE OF PRACTICE:

- Forms or checklists used to provide notice to required participants
- Forms used to document parent and LEA agreement when an ARD committee member is excused
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Calendar used to ensure availability of participants

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