OPERATING PROCEDURES

PARENT PARTICIPATION

Kirbyville CISD **121905**

Template update October 2024

Legal Framework: PARENT PARTICIPATION
Related Resources
Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

- Each student's ARD facilitator, diagnostician, Speech Language Pathologist, or special education personnel responsible for scheduling ARD/IEP meetings will provide parents or guardians notice of all ARD/IEP committee meetings no later than 5 schools days prior to each meeting. (unless the parents or guardians agree to a shorter timeframe).
    - In addition to the date and time of the meeting, each meeting notice will include a list of all the meeting participants known at the time of the notice, a brief description of the purpose of the meeting, and the mode of participation (in-person, virtual, telephone/video conferencing)
    - ARD/IEP meetings will be scheduled with parents or guardians at a mutually agreed upon time and place. A Notice of ARD Committee Meeting will be mailed, a phone call will be made to confirm, and additional notices sent home through mail or with the student if no response is received.
    - If no parent or guardian can participate in the ARD/IEP meeting, the ARD facilitator, diagnostician, or Speech Language Pathologist will offer the parent or guardian the opportunity to participate in the meeting by telephone or video conferencing. The district may convene an ARD/IEP meeting without the involvement of a parent or guardian if the ARD facilitator, diagnostician, or Speech Language Pathologist is unable to convince the parent or guardian to attend. All efforts to schedule an ARD/IEP meeting with parents or guardians will be documented.
- Classroom teachers, related service providers, parents, and other knowledgeable persons that work with the student, will draft their proposals to the ARD/IEP committee.
    - All drafted documents are proposals to the committee for discussion and review.
    - The IEP is not finalized until the administrator and parent/guardian/adult student agree to the decisions made in the ARD/IEP committee meeting.
- If members will not be in attendance in the ARD/IEP meeting, their proposed documents will be reviewed with parents or guardians.

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- The Parent's Guide to the ARD Meeting will be shared with parent or guardians before the initial ARD/IEP meeting takes place. The Notice of ARD Meeting has the proposed actions briefly described with a contact number for any questions.
- Parents or guardians who speak Spanish will have an interpreter available to them either in person or virtual. Their documents will be provided to them in Spanish. For languages other than English and Spanish, the district will make a good faith effort to provide notices to the parent or guardian in their native language and provide a translator unless it is clearly not feasible to do so.
- If the parent brings an advocate to the ARD/IEP meeting, the Director of Special Education will attend as well. If they bring an attorney to the ARD/IEP meeting, the district will have their attorney present as well. This may require rescheduling of the meeting.
- Parent participation in the development and review of the student's IEP is documented within the IEP at the meeting. The parent contact log will be used to document any other communication and any attempts to notify the parent or guardian of meetings. ARD facilitators, diagnosticians, Speech Language Pathologist, related service providers, and teachers will keep documentation of a parent or guardian's participation in developing or reviewing proposed goals and objectives made outside the ARD/IEP meeting such as with an IEP Amendment.
- If the parent, guardian, or adult student disagrees with one or more elements of the IEP, they are offered a single opportunity to recess and reconvene the ARD/IEP meeting. The timeline for the reconvene cannot exceed 10 school days, unless the parties mutually agree.
    - The opportunity to recess and reconvene is not required when the child's presence on the campus presents a danger of physical harm to the child or others or when the child has committed an expellable offense or an offense that may lead to a placement in a disciplinary alternative education program.
    - The Notice of Procedural Safeguards will be shared with parent or guardians at least annually. This provides parents or guardians their options if they disagree with any part of the student's IEP.
- The completed IEP document will be mailed home to the parent or guardian within a reasonable amount of time free of charge.

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STAFF RESPONSIBLE:

District Level: Director of Special Education, ARD Facilitator, Evaluation Personnel, Assistant responsible for preparing Notices of ARD Meetings

Campus Level: Administrators, Teachers

TIMELINES FOR PARENT PARTICIPATION ACTIVITIES:

- Notice of meetings
- Family engagement activities

EVIDENCE OF PRACTICE:

- Family engagement artifacts (brochures, handouts, sign-in sheets, etc.)
- Forms, checklists, or scripts used to explain procedural safeguards
- Documentation of the use of an interpreter at an ARD committee meeting
- Documentation of IEP notices and documents

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