

Mississippi Action for Progress, Inc.

Head Start

Lee County, Tupelo Public School District

Collaborative Agreement

This agreement is between Tupelo Public School District Board of Education and Mississippi Action for Progress, Inc. Head Start Program, for the period of August 1, 2018 to May 31, 2019.

I. Purpose of Statement

The purpose of this agreement is to establish working procedures between Tupelo Public School District Board of Education and Mississippi Action for Progress, Inc. Head Start program in provision of services to preschool children, three to five years of age, eligible for special education in compliance with Federal and State laws and regulations.

II. Program Mandates

A. Responsibility of School District:

1. Provide services to preschool children with disabilities on a mandatory basis following the Individuals with Disabilities Education Act (IDEA).
3. Provide free and appropriate public education (FAPE) to preschool children with disabilities, to include the development and implementation of a Individualized Education Program (IEP), procedural safeguards and the provision of related services.
4. Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers to the maximum extent appropriate.
5. Work with appropriate community agencies to provide services to preschool children with disabilities.

B. Responsibility of Head Start Program:

1. Recruit, enroll, and serve eligible children ages three to five (3-5). Children with disabilities will be given priority for enrollment.
2. Screen all enrolled children within 45 calendar days of entry for potential problems in the areas of (speech/language, hearing, and vision) and developmental.
3. Refer children determined at risk to appropriate professional for diagnostic evaluation.
4. Work collaboratively with Tupelo Public School District to work with Appropriate community agencies to provide services to children with disabilities.
5. Will verify students' addresses to ensure that referrals made to Tupelo Public School are students residing in the Tupelo Public School District.

c. Program Description

1. Tupelo Public School District
P.O. Box 557
Tupelo, MS 38802

Phone: 662-841-8850
Fax: 662-841-8887

2. Mississippi Action for Progress, Inc. Head Start Program
1751 Morson Road
Jackson, MS 39209

Phone: 601-923-4100
Fax: 601-923-2819

Haven Acres Head Start Center
3288 Willie Moore Road
Tupelo, MS 38801

Northside Head Start Center
517 Linden Hill
Tupelo, MS 38801

III. Service Implementation

1. Child-Find/Screening

Tupelo Public School District will:

- a. Each public agency is responsible for identifying, locating, and evaluating all children with disabilities from birth through twenty-one (21) years of age.
- b. Each public agency must accept both verbal and written requests for a comprehensive evaluation and have procedures for documenting any verbal requests.
- c. Each public agency has a proactive responsibility for conducting an annual publicity campaign to identify and locate children.
- d. Must collaborate with any applicable agencies or service personnel for Child Find.
- e. No policies, procedures, or practices, including Response to Intervention, may result in delaying or denying a child access to the Child Find process.

Mississippi Action for Progress, Inc. Head Start will:

- a. Comply with Federal Head Start regulations in recruiting children ages three to five (3-5) with suspected or diagnosed disabilities.
- b. Conduct community assessments to recruit suspected or diagnosed children with disabilities.
- c. Contact community agencies serving children with disabilities.
- d. Provide forms of screened children in the following areas:
 - (1) Obtain signed Release of Information Form;
 - (2) Ensure completion of Physical Observation Form by appropriate medical personnel; and
 - (3) Complete Hearing/Vision Form
 - (4) **Complete** the developmental history as provided by Tupelo Public School
- e. Screen all children in the areas of developmental within 45 calendar days of enrollment. If a child fails the screening, a written referral will be provided to Tupelo Public School District within seven (7) work days.
- f. Provide an area appropriate and conducive for screenings to be conducted. This area will be free of noise, appropriate lighting, clean, child sized furniture, and free from clutter and distractions. If such an area cannot be provided at the Head Start site, transportation will be provided to the LEA site.
- g. Make written referrals as needed. The written referral will be made by MAP to the Tupelo Public School District.

2. Referral for Evaluation

Tupelo Public School District will:

- a. When the Developmental History is returned within one (1) week of issue to Head Start, Tupelo Public School District will Notify Head Start in writing date for further testing.
- b. When the Developmental History is returned to the Tupelo Public School District, the Tupelo Public School District will send Written Prior Notice (WPN) for Initial Evaluation and Procedural Safeguards.
- c. Complete the Teacher Narrative
- d. Administer developmental screening/evaluation instrument.
- e. Complete language/speech screening/evaluation, as needed.
- f. Complete orafacial examination, if needed.
- g. Notify Mississippi Action for Progress, Inc. in writing concerning results of screening.

Mississippi Action for Progress, Inc. Head Start will:

- a. Provide Tupelo Public School District with current contact information of parents/guardians of children suspected of having a disability.
- b. Inform Mississippi Action for Progress, Inc. teachers that Tupelo Public School District personnel have access to files of children referred for evaluation with parental and guardian approval.

- c. Follow up referrals for evaluation of children.

3. **Comprehensive Evaluation**

Tupelo Public School District will:

- a. Obtain written parental permission for evaluation.
- b. Establish and coordinate evaluation timelines (60 days).
- c. Complete evaluations at LEA or center sites on referrals.
- d. Complete eligibility determinations per IDEA requirement through meeting of the Tupelo Public School District Multi-Disciplinary Evaluation Team (MET).
- e. Inform Mississippi Action for Progress, Inc. personnel if any child has or does not have a disability per eligibility categories of IDEA, Part B.

Mississippi Action for Progress, Inc. Head Start will:

- a. Assist in contacting parents for permission to evaluate.
- b. Provide transportation to children and their parents for appointment (s) if needed to LEA or center sites if necessary.

4. **Individualized Education Program Development**

Tupelo Public School District will:

- a. Coordinate IEP paperwork and meeting (s).
- b. Collaborate with Mississippi Action for Progress, Inc. teachers for input in writing the IEP goals and objectives.
- c. Send Written Prior Notice (WPN) for Committee Meeting to arrange for meeting to determine services for eligible children.
- d. Notify Mississippi Action for Progress, Inc. personnel concerning time and place of IEP meeting.
- e. Encourage participation of appropriate Mississippi Action for Progress, Inc. personnel as part of the IEP team. MAP personnel will be invited to the IEP meeting.
- f. Obtain written parental permission for placement of child and implementation of IEP.
- g. Obtain parental consent to release a copy of the child's IEP to Mississippi Action for Progress, Inc.

Mississippi Action for Progress, Inc. will:

- a. Mississippi Action for Progress, Inc. personnel will share pertinent information as it relates to the child's development in assisting in developing the IEP.
- b. Facilitate active involvement of parents by stressing the importance of participation

in the scheduled meetings.

5. **Placement**

Tupelo Public School District will:

- a. Coordinate efforts to place a child with disabilities in the least restrictive environment (LRE) appropriate with an opportunity to interact with non-disabled peers to the maximum extent appropriate.
- b. Refer children with disabilities to the Mississippi Action for Progress, Inc. (MAP) as a placement option. Children with disabilities will be given preference for admission to Head Start.
- c. The removal of the child with a disability from the general education classroom (MAP) may occur only when the nature of severity of the disability is such that education in the general education class, even with the use of supplementary aides and services, does not result in educational benefit.

Mississippi Action for Progress, Inc. Head Start will:

- a. Provide services for children with disabilities in an inclusive environment as outlined in the child's IEP
- b. Collaborate with the Tupelo Public School District to determine if all criteria for Mississippi Action for Progress, Inc. have been met.

6. **Specific Program Service Delivery**

Tupelo Public School District will:

- a. Provide related services at the Head Start site where the child is enrolled.
- b. Provide language/speech services through the use of speech therapist at the Head Start center where the child is enrolled for those children determined to need language/speech services.
- c. Will collaborate with Mississippi Action for Progress, Inc. personnel to plan services for those children who may be served at the Mississippi Action for Progress, Inc. site.
- d. Facilitate contact/communication between Mississippi Action for Progress, Inc. personnel and Tupelo Public School District personnel to ensure appropriate services are in place.

Mississippi Action for Progress, Inc. Head Start will:

- a. Provide transportation if special education and/or related services cannot be provided on site.
- b. Participate in coordinating with Tupelo Public School District personnel to ensure appropriate services are in place.

7. **Procedure for Hiring and Supervising Staff Providing Special Services**

Tupelo Public School District will:

- a. Collaborate with Mississippi Action for Progress, Inc. in providing appropriate background checks in according to the requirement of the Head Start Performance Standards (1302.90) to obtain confirmation that the personnel in question has the appropriate checks for state’s disqualification factors, and the program would be meeting the requirements of 1302.90.

Mississippi Action for Progress, Inc. Head Start will:

- a. Collaborate with the Tupelo Public School District to obtain a copy of appropriate background checks in according to the requirement of the Head Start Performance Standards (1302.90) for confirmation that the personnel in question has the appropriate checks for the state’s disqualification factors.

8. **Procedures for Review/Monitoring of Child’s Progress**

Tupelo Public School District will:

- a. Coordinate procedures for progress reports and periodic consultation with Mississippi Action for Progress, Inc. personnel. Tupelo Public School District will provide goals’ sheets to MAP every nine-week to monitor child’s progress.
- b. Coordinate IEP review meetings.
- c. Notify parents of child’s progress via the nine-week reports and during the annual IEP Review.
- d. Facilitate contact/communication between Mississippi Action for Progress, Inc. personnel and Tupelo Public School District personnel to ensure appropriate services are in place.

Mississippi Action for Progress, Inc. Head Start will:

- a. Coordinate procedures and forms for reporting and attendance of service delivery.
- b. Participate in communication with Tupelo Public School District personnel to ensure appropriate services are in place.

IV. **Confidentiality**

Tupelo Public School District and Mississippi Action for Progress, Inc. Head Start Program shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA). In addition, specific requirements of IDEA for records of children with disabilities will also be followed.

V. Training and Technical Assistance

Tupelo Public School District will:

- a. Collaborate and coordinate training calendars.
- b. Train MAP's personnel regarding regulations and program philosophy of special education services as requested.
- c. Invite MAP's personnel to in-services, workshops or any activities that may be beneficial to person who are working with young children with disabilities.

Mississippi Action for Progress, Inc. Head Start will:

- a. Notify Tupelo Public School District of specific training needs by April 1 of each school session to ensure these are incorporated into scheduled training events.
- b. Ensure personnel participation in joint training sessions.
- c. Contact Tupelo Public School District for specific technical assistance as needed.

VI. Transition Activities

Tupelo Public School District will:

- a. Inform parents of eligible kindergarten children concerning requirements for registration.
- b. Make parents and guardians aware of registration for district kindergarten programs.
- c. Communicates with parents on regular basis to inform them of their child's progress.
- d. Develop transitional activities in coordination with MAP's teachers.

Mississippi Action for Progress, Inc. Head Start will:

- a. Develop a process for sharing information.
- b. Submit list of all graduating Head Start children with disabilities to Tupelo Public School District.
- c. Arrange schools visitations for teachers and children in coordination with public school teachers to develop transitional activities for use within MAP's classrooms.
- d. Invite public school personnel to forums, in-services, workshops, and seminars whenever possible.
- e. Shall provide the LEA with the child's records with parental consent.

Superintendent of Education
Tupelo Public School District

Date

Director of Special Education
Tupelo Public School District

Date

Bobby E. Brown, Executive Director
Mississippi Action for Progress, Inc.

Date

Dorothy Hearon, Program Services Director
Mississippi Action for Progress, Inc.

Date

Dianne Thorne, Education/Disability Services Representative
Mississippi Action for Progress, Inc.

Date
