

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN CARLOS UNIFIED SCHOOL DISTRICT  
AND  
SAN CARLOS APACHE TRIBE HEAD START PROGRAM**

This agreement is between the San Carlos Unified School /Elementary school District (SCUSD) and San Carlos Apache Tribe Head Start Program (SCATHS), for the period of August 1, 2011 to July 31, 2012.

**I. PURPOSE OF STATEMENT**

The purpose of this agreement is to establish working procedures between SCUSD and SCATHS in the provision of services to preschool children eligible for special education compliance with Federal and Arizona State Laws and Regulations.

It is intent of the Agreement to

- A.** Define which services will be provided by each agency.
- B.** Ensure the children eligible for preschool special services receive a free and appropriate public education, as required by law, in the Least Restrictive Environment (LRE), and those time lines for service are met.

**II. PROGRAM MANDATES**

**A. Responsibility of School Districts**

- 1.** To locate and identify preschool children with disabilities through a child find effort which includes a process for screening. SCUSD #20 will notify Head Start of Child Find dates.
- 2.** To assure that special education services to preschool children with disabilities are provided in accordance with Individuals with Disabilities Education Act (IDEA) as specified in P.L. 99-457 and Part H reauthorization P.L. 102 – 119.
- 3.** To assure that eligible preschool children with disabilities receive special education and related services which are provided at public expense, under the supervision and direction of the SCUSD #20, and meet the standards of with an individual education program and parental procedural.
- 4.** To insure that a continuum of alternative placements is available to meet the needs of preschool children with disabilities for special education and related services. The continuum of alternative placements may include but are not limited to: home programs; special education classes within the districts; itinerant service by qualified personnel; Head Start programs within the District have been contacted order to implement the provisions of the Individual Education Program (IEP) within the least restrictive environment determined appropriate by the IEP Team.
- 5.** To submit and maintain Arizona Special Education census and attendance data on all eligible preschool children with disabilities, including all eligible children enrolled in Head Start Program with SCUSD #20 for funding entitlement and budget preparation.
- 6.** To provide Head Start a list of eligible preschool children under SCUSD preschool program.

## **B. RESPONSIBILTIIY OF HEAD START**

- 1.** Recruit enroll, and serve eligible children. No less than ten percent of the total number enrollment opportunities in Head Start Programs shall be available for children with disabilities of all levels of severity who are eligible to participate (P.L. 92-424).
- 2.** Screen all enrolled children for potential problems in the area of health and development.
- 3.** Refer children found to be at-risk to Speech Therapist, Occupational Therapist, and Physical Therapist for diagnostic evaluation.
- 4.** To provide SCUSD #20 a list of enrolled Head Start student under FERPA law.

## **III. PROGRAM DESCRIPTION**

**A.** SCUSD #20 consortium offers a variety of service delivery options of preschool children with disabilities. The Head Start site is located within the consortium is considered part of a continuum of placement options of preschool children with disabilities. SCUSD #20 and Head Start work cooperatively in providing services meet the provision for the IEP's for children in Head Start.

**B.** Head Start is a federally funded preschool program. The grantee agency is the San Carlos Apache Tribe. Head Start operates four centers with the SCUSD #20/Head Start consortium; the address is:

SAN CARLOS APACHE TRIBE  
HEAD START PROGRAM  
PO BOX 278  
SAN CARLOS, AZ 85550

**C.** The Head Start Program must maintain at least 10% of total enrollment slots for children with disabilities. These include children referred by SCUSD #20. Head Start has access to special services including medical consultation assessments through Indian Health Services (IHS) and technical assistance and mental health services through the San Carlos Apache Tribe.

## **IV. SERVICE IMPLEMENTATION**

### **A. CHILD FIND/SCREENING**

- 1.** SCUSD #20 will:
  - a.** Screen children referred to SCUSD #20 to determine if a potential disability is present.
  - b.** Refer children classified with disability to Head Start by contacting the Disabilities Manger from Head Start.
  - c.** Refer children to Head Start who are not classified with disability, but who may benefit from the program by contacting Disabilities Manager for the Head Start to see if slots are available.
- 2.** Head Start provides classroom screenings at the all Head Start sites according to Head Start standards when classes begin in the fall.

- a. Generate a list of children determined for further assessment as a result of screenings.
- b. Inform SCUSD of children requiring further assessment as a result of screenings.

## **B. COMPREHENSIVE EVALUATION**

### **1. SCUSD will:**

- a. Conduct comprehensive evaluation for children with suspected disabilities referred to SCUSD when determined appropriate.
- b. Forward copies of evaluation reports for children referred to Head Start with FERPA guideline.
- c. Attend a jointly scheduled meeting with Head Start Staff after evaluations are completed to discuss numbers of children and types of services that may be needed.

### **2. Head Start will:**

- a. Assist parents in completing referral forms for evaluation for children potentially enrolled in Head Start who have been identified through classroom screenings and/or for children referred by SCUSD who are suspected of having a disability.
- b. Attend a jointly scheduled meeting SCUSD staff after evaluation are completed to discuss numbers of children and types of services that may be needed.
- c. Parents and SCUSD copies of children evaluation reports for children reports for children referred to Head Start.

## **C. MULTIDISCIPLINARY CONFERENCE**

### **1. SCUSD will:**

- a. Schedule and coordinate Multidisciplinary Conferences Evaluation Team (MET) to enable appropriate head Start Personnel to be in attendance for children identified through Child Find who are being considered for possible placement in Head Start.
- b. Schedule IEP meetings as necessary in order to commit resources of the district.
- c. Provide Head Start with a copy of the IEP. Head Start will provide dates/times signature of staff IEP training.
- d. Provide and coordinate IEP review meetings, usually in the spring to include a Head Start representative. Develop IEP for the following year at these meeting so that special services can begin or continue without undue delay.

## **D. PLACEMENT**

- 1. SCUSD will utilize Head Start as a placement option when appropriate for preschool children identified as needing special services through Child Find.

2. Head Start will maintain at least 10% of current enrollment slots for children with disabilities. SCUSD can refer to Head Start as a placement option as determined by the IEP team. If these enrollment slots may be used for children identified as over income.

#### **E. SPECIFIC PROGRAM SERVICE DELIVERY**

SCUSD will:

- a. Maintain accountability standards to ensure the frequency and focus of special services.
- b. Provide direct occupational, speech, and physical therapy services as determined by the IEP team for children enrolled in Head Start. Need for these services may affect placement decisions.
- c. Provide transportation of special needs children from SCUSD to Head Start.
- d. Provide transportation of special needs children from Head Start to SCUSD.

Head Start will:

- a. Make arrangements for personnel providing special education and related services as designated Head Start sites to attend monthly team meeting with Head Start teaching staff and parents to discuss specific goals and strategies for each child.
- b. Provide orientation for staff regarding each programs regulations, requirements, goals, service delivery models, procedure and interagency agreements as needed.

#### **V. CONFIDENTIALITY**

1. SCUSD and Head Start shall obtain written consent of the parents for all evaluations. It will be indicated on the permission form and explained to parents that information from education records may be disclosed to all parties of these agreements.

#### **VI. PARENT INVOLVEMENT ACTIVITIES**

SCUSD will:

- a. Include Head Start parents of eligible children in any organized parents training or workshops pertaining to preschool issues including transition activities.

Head Start will

- a. Include parent of children with disabilities in all parent training and activities including transition activities.
- b. Invite parents of children with disabilities to all meeting regarding the child's progress.

#### **VII. TRAINING AND TECHNICAL ASSISTANCE**

SCUSD will

a. Make arrangements for appropriate SCUSD personnel to attend training sessions provided by Head Start when pertinent.

b. Notify Head Start of pertinent training sessions provided by SCUSD so the Head Start staff can attend when appropriate.

Head Start will

a. Notify SCUSD of pertinent training session to the SCUSD staff can attend when appropriate.

#### **VIII. DISPUTE RESOLUTION**

1. In the event the misunderstanding or differences of opinion occur with regard to policies and procedures necessary to accomplish these objectives, the staff and appropriate supervisor from the respective agencies will meet to reach a solution. In the event that a resolution is not achieved, the directors of their agency counterparts will meet to resolve the issue.

#### **IX. REVIEW/TERMINATION**

1. This memorandum of Understanding will be revised and revised by San Carlos Unified School District and Head Start on an as needed basis or least once annually.

This agreement herein, entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Richard W. Wilde, Superintendent  
San Carlos Unified School District

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Myra Francis, Director  
SCAT Head Start

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Leilani Cheney, Disabilities Manager  
SCAT Head Start

\_\_\_\_\_, Principal  
San Carlos Unified School District