



**Community Development Institute
HEAD START**

Serving Monroe, Lee, and Pontotoc Counties, MS
PO Box 2618
Tupelo, MS 38803
(662) 690-9381 Phone (662) 690-9894 Fax

June 12, 2008

Ms. Mary Ruth Wright
Tupelo Public School District
P.O. Box 557
Tupelo, MS 38802

Dear Ms. Wright:

Enclosed is a copy of the Memorandum of Understanding between your program and Community Development Institute Head Start for services to be provided during the upcoming school year. Thank you for working collaboratively with us in obtaining the memorandum in a timely manner. If you have any questions or concerns, please contact me at bharris@tupelohs.org or 690-9381.

Respectfully,

Betty Harris

Betty Harris
Disabilities/Mental Health Manager

Enclosure



Community Development Institute Head Start

Lee, Pontotoc and Monroe Counties
Post Office Box 2618
Tupelo, Ms 38803
Phone: 662-690-9381 Fax: 662-690-9894

MEMORANDUM OF UNDERSTANDING

This agreement is between Tupelo Public School District Board of Education, and Community Development Institute Head Start Program, for the period of August 1, 2008 to August 31, 2009.

I. PURPOSE STATEMENT

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

II. PROGRAM MANDATES

A. Responsibility of School District:

1. Locate and identify preschool children with disabilities through a child-find effort which includes a screening process.
2. Provide services to preschool children with disabilities on a mandatory basis (Expanded requirements under the Individuals with Disabilities Education Act as amended P.L. 102-119.)
3. Provide free and appropriate public education (FAPE) to preschool children with disabilities, to include the development and implementation of an Individualized Education Plan (IEP).
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.
6. Maintain and submit census and attendance data on eligible preschool children with disabilities for funding entitlement and budget preparations.

B. Responsibility of Head Start Program

1. Recruit, enroll, and serve eligible children ages three to five. No less than 10 percent of the total number of enrollment opportunities in Head

- Start programs shall be available for children with disabilities who are eligible to participate.
2. Screen all enrolled children, within 45 days, for potential problems in the areas of health and development.
 3. Refer children determined at risk to appropriate professionals for diagnostic evaluation.
 4. Collaborate with other community agencies to provide services to children with disabilities.
 5. Ensure that children with disabilities receive all entitled services according to Head Start Program Performance Standards for Children with Disabilities (CFR 45 Part 1308).

c. PROGRAM DESCRIPTION

1. Tupelo Public School District
Post Office Box 557
Tupelo, MS 38802

Tupelo Public School District
72 South Green Street
Tupelo, MS 38802

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

2. Community Development Institute Head Start Program
Post Office Box 2618
Tupelo, MS 38803

Community Development Institute Head Start Program
1830 North Gloster Street
Suite B
Tupelo, Ms 38803

Community Development Institute Head Start Centers located in the
Tupelo Public School District:

E. B. Flynn
811 South Canal Street
Tupelo, MS 38801

Haven Acres
3288 Willie Moore Road
Tupelo, MS 38801

Northside
517 Linden Hill
Tupelo, MS 38801

IV. SERVICE IMPLEMENTATION

1. Child-Find/Screening

Tupelo Public_School District will:

- a. conduct Child Find as required by State and Federal mandates.
- b. review referrals made by CDI of children suspected of having a disability for a multidisciplinary assessment
- c. respond to request(s) of CDI's Head Start parent(s) when appropriate.
- d. share information from screening instrument(s) used by the school system

Community Development Institute_Head Start will:

- a. conduct a Community Assessment (CA) to gather statistical information regarding the incidence of disabilities in the population served.
- b. contact community agencies and individuals in the area who serve children with disabilities for assistance when appropriate.
- c. advertise services through newspapers, flyers, radio and television Public Service Announcements (PSA), and other printed materials; share staff and facilities for joint screenings and collaborate on the instrument and/or procedures to be used in the screening process.
- d. receive referrals for enrollment from the school district.
- e. screen all enrolled children within the forty-five (45) days of entry into the Head Start Program in the areas of developmental, sensory (vision and auditory), speech and language.
- f. provide at least ten (10) percent of the total enrollment opportunities to children with disabilities who meet the Head Start criteria.

2. Referral for Evaluation

Tupelo Public_School District will:

- a. review referrals and provide Multidisciplinary Assessments of children with suspected disabilities in accordance with State and Federal laws, when appropriate
- b. maintain a comprehensive file on all children referred by CDI.

Community Development Institute Head Start will:

- a. refer children who fail screening(s) and/or suspected of having a disability.
- b. review tracking information of children referred for Multidisciplinary Assessment, when appropriate
- c. inform and involve parents/legal guardians in the Referral to Placement Process.
- d. refer children needing an alternative Multidisciplinary Assessment to other agencies, when appropriate

3. Comprehensive Evaluation

Tupelo Public_School District will:

- a. provide speech, language and developmental delay Multidisciplinary Assessments to all children who fail screening(s) within ninety (90) calendar days of the referral

Community Development Institute_Head Start will:

- a. assist with comprehensive speech, language and developmental delay screening and appropriate diagnosis for children suspected of having a disability.
- b. coordinate and schedule space as needed for screenings and Multidisciplinary Assessments.
- c. provide screening results, observation data, adaptive behavior data and social history of children referred to the school district for a multidisciplinary assessment, when appropriate

4. Individualized Education Program Development

Tupelo Public School District will:

- a. participate in the Multidisciplinary Assessment Team to assist in the development of the Individualized Education Program (IEP) for children eligible for special education within thirty (30) days of eligibility.
- b. make an effort to facilitate the active involvement of the parent/legal guardian
- c. coordinate and collaborate with CDI in the process.

Community Development Institute Head Start will:

- a. assure participation of CDI staff and parent/legal guardian in the Multidisciplinary Assessment Team through collaboration with the school district within thirty (30) days of eligibility.
- b. provide space needed for the Multidisciplinary Assessment Team meetings, when appropriate.

5. Placement

Tupelo Public School District will:

- a. provide special education and related services as described in the Individualized Education Program (IEP).
- b. place Head Start children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers.

Community Development Institute Head Start will:

- a. provide services for children with disabilities in an inclusive environment in the Head Start classroom setting.
- b. work collaboratively to provide dual placement, when appropriate.

6. Specific Program Service Delivery

Tupelo Public School District will:

- a. provide related services as designated in the Individualized Education Program (IEP)
- b. provide staff to meet the needs of children with disabilities
- c. begin related services as designated in the Individualized Education Program (IEP) no earlier than 9:00 a.m.

Community Development Institute Head Start will:

- a. provide related services designated in the Individualized Education Program (IEP), when appropriate
- b. provide transportation for children with disabilities when services cannot be provided on site to begin no earlier than 9:00 a.m.
- c. coordinate, schedule and arrange space for related services, when appropriate
- d. monitor the computerized tracking system

e. when the school district personnel renders services in the Head Start Center, CDI will reimburse the provider \$0.485 cents per mile using a voucher, when appropriate

7. Procedure for Hiring and Supervising Staff Providing Special Services

Tupelo Public School District will:

- a. provide qualified/certified staff to render services
- b. provide a copy of Educator License for staff working with children diagnosed with a disability
- c. designate an administrator to supervise staff working with children diagnosed with a disability

Community Development Institute Head Start will:

- a. conduct assessment to assure need for position
- b. advertise internally/externally for position
- c. screen and interview applicants
- d. designate administrative staff to supervise staff working with children diagnosed with a disability

8. Procedures for Review/Monitoring of Child's Progress

Tupelo Public_School District will:

- a. maintain comprehensive files on screenings and Multidisciplinary Assessments following school district and CDI protocol
- b. provide consultation with the CDI staff

Community Development Institute Head Start will:

- a. maintain comprehensive files
- b. coordinate conferences to share the progress of a child with the parent/legal guardian and the school district, when appropriate
- c. coordinate documentation of progress, when appropriate

V. CONFIDENTIALITY

Tupelo Public School District and Community Development Institute Head Start Program shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA).

VI. TRAINING AND TECHNICAL ASSISTANCE

Tupelo Public_School District will:

- a. include CDI staff in training and technical assistance activities, when appropriate
- b. jointly plan training and technical assistance activities, when appropriate.
- c. offer on-site assistance to individual Head Start staff, when appropriate.

Community Development Institute Head Start will:

- a. notify school district staff of training and technical assistance, when appropriate
- b. determine staff training needs
- c. jointly plan specialized training based on staff needs assessment, when appropriate

PARENT INVOLVEMENT ACTIVITIES

Tupelo Public School District will:

- a. obtain parent/legal guardian permission to conduct Multidisciplinary Assessment in a timely manner
- b. assure parent/legal guardian participation in development of Individualized Education Program (IEP)
- c. provide parent/legal guardian name and location of school or other placement child will transition to upon existing Head Start
- d. transfer official information/documentation as requested by parent/legal guardian
- e. provide written documentation of child's progress to parent/legal guardian
- f. notify parent/legal guardian when training on specific disability is offered

Community Development Institute Head Start will:

- a. explain screening results and reason for referral
- b. obtain parental/legal guardian permission prior to referral
- c. provide materials regarding suspected/diagnosed disability to parent/legal guardian
- d. offer training to parent/legal guardian on diagnosed disability
- e. motivate/encourage parent/legal guardian to advocate for their child
- f. link parent/legal guardian with support group

COUNTING & REPORTING CHILDREN WITH DISABILITIES

Tupelo Public School District will:

- a. submit child data to state wide computer reporting system
- b. provide CDI with information, when appropriate

Community Development Institute Head Start will:

- a. report/monitor children diagnosed with a disability using the computerized program
- b. submit monthly report to HSTARS
- c. submit data using Program Information Report (PIR)

IX. TRANSITION ACTIVITIES

Tupelo Public School District will:

- a. assist in the development of a procedural process for the transition of children with disabilities
- b. assist in the development of a procedure for sharing information
- c. provide information about the school district and CDI, and the expectations of staff and families.
- d. arrange visits for Head Start children and their families, when appropriate
- e. establish time lines for transition activities developed collaboratively by the school district and CDI

Community Development Institute_Head Start will:

- a. assist in the development of a procedural process for the transition of children with disabilities
- b. assist in the development of a procedure for sharing information.
- c. provide information about CDI and the school district, and the expectations of staff and families
- d. arrange visits for Head Start children and their families, when appropriate
- e. establish time lines for transition activities developed collaboratively by CDI and the school district

X. TERMINATION/ REVIEW

This Memorandum of Understanding will be reviewed and revised by Tupelo Public School District and Community Development Institute on an as-needed basis or at least once annually. This agreement may be terminated by any party upon thirty (30) days written notice.

Board of Education Representative

Printed Name

Title

Signature

Date

CDI Head Start Representative

Printed Name

Title

Signature

Date