

Memorandum of Understanding  
Between  
Van Buren County School System  
And  
UCHRA Van Buren County Head Start

This agreement is between Van Buren County School System and UCHRA Van Buren County Head Start Program for the period of July 1, 2024 through June 30, 2025.

I. Propose Statement

The purpose of this agreement is to establish working procedures between Van Buren School System and UCHRA Van Buren County Head Start in the provision of services to preschool children eligible for special education in compliance with Federal and Tennessee State law and regulations.

*It is the intent of this agreement to:*

1. Define which service will be provided by each agency.
2. Ensure that children eligible for preschool special education services receive a free and appropriate public education, as required by law, in the least restrictive environment.
3. Ensure that each agency cooperatively maintains communication and shares leadership responsibilities at the local level and to ensure that available resources are utilized in the most effective manner.
4. Ensure that cooperative arrangements between Van Buren County School System and UCHRA Van Buren County Head Start are developed, implemented, and preserved.

**This agreement applies only to preschool children three years old to kindergarten who are eligible for special education services.**

II. Program Mandates

*Responsibility of Local Education Agency:*

1. Locate and identify all preschool children with disabilities within their jurisdiction.
2. Provide services to preschool children with disabilities on a mandatory basis following August 1994 (Expanded Requirements under the Individuals with Disabilities Education Act as amended PL102-119); including providing comprehensive evaluations of children with suspected disabilities by appropriate personnel using appropriate instruments.
3. Provide preschool children with disabilities a free and appropriate public education (FAPE), including the development and implementation of an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP), which includes all of the components of an 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.
  - A. Screening
  - B. Hearing

### C. Vision

#### *Responsibility of Head Start Program:*

1. Recruit, enroll, and serve eligible children age three to kindergarten age. No less than 10% of the total number of enrollment opportunities in Head Start Programs shall be available for children with disabilities who are eligible to participate (PL92-424).
2. Screen all enrolled children for potential problems in the area of health and development.
3. Refer children found to be at risk to the Van Buren County School System for appropriate diagnostic evaluation. (Special Education Coordinator (LEA)).
4. Participate in the developmental and implementation of the IEP for children with disabilities (with parent participation) based on diagnostic information.
5. Work closely with other community agencies in order to provide services to children with disabilities.
6. Share information about area resources with Local Education Agencies and families.

#### III. Program Description:

UCHRA Van Buren County Head Start Program (general identifying information to include names and addresses of centers located within the school district and the number of children served.)

UCHRA Van Buren County Head Start 24038 State Route 30 Spencer, TN 38585	Enrollment 37	Est. # with Disabilities 6
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#### IV. Service Implementation:

1. Child Find/Screening

#### *Van Buren County School System will:*

- A. Review the referrals and contract with Head Start to provide comprehensive evaluations of children with suspected disabilities.
- B. Screen all children in the area of speech and hearing completing evaluations within 45 calendar days from entering school, to ensure all children receive needed services in a timely manner.

#### *UCHRA Van Buren County Head Start will:*

- A. Conduct community needs assessment.
- B. Contact community agencies and individuals who serve children with disabilities
- C. Advertise services through newspapers, flyers, radio spots, and other printed materials.
- D. Receive referrals from Van Buren County School System
- E. Screen all enrolled children within 45 days of entry into the program in the areas of health and

development.

- F. Maintain a minimum of ten- percent enrollment of children with disabilities.

V. Referral of Evaluation:

*Van Buren County School System will:*

1. Review the referrals and provide Head Start with specified diagnostic evaluations in 40 school days.
2. Maintain the special service folder with assistance of Head Start Disabilities Specialist and Service Area Staff.

*UCHRA Van Buren County Head Start will:*

1. Refer children who fail screening and are suspected of having a disability to appropriate professionals for evaluation.
2. Conduct monthly tracking of children at risk and refer for evaluation.
3. Contact and involve parents/guardians in the referral and evaluation process
  1. Parents/guardians permission to refer
  2. Informed consent to evaluate

VI. Comprehensive Evaluation:

*Van Buren County School System will:*

1. Provide the following services to the Head Start Program according to IEP:
  - A. Physical Therapy
  - B. Occupational Therapy
  - C. Speech and Language
  - D. Assisted Technology
  - E. Psychological as needed
  - F. Speech and Language evaluations
  - G. Provide Speech Therapist and/or SLPA

*UCHRA Van Buren County Head Start will:*

1. Participate in the meetings and assist in the development of an IEP for children eligible for special education.
2. Facilitate active involvement of parents/guardians.
3. Coordinate review of both agencies.
4. Provide space for the team meetings.
5. Provide location for Occupational Therapy/Speech/Physical Therapy
6. Provide transportation as needed.

VII. Placement:

*Van Buren County School System will:*

1. Place preschool children with disabilities in the least restrictive environment with the opportunity to interact with non-disabled peers. (Head Start if appropriate)
2. Van Buren County School System will process all referrals/placements in 40 school days.

*UCHRA Van Buren County Head Start will:*

1. Provide services for children in an inclusive environment.
2. Provide part-time/shared slots for dual placements in both programs, if deemed necessary in the IEP.

VIII. Procedures for Hiring and Supervising Staff Providing Special Services:

*Van Buren County School System will:*

1. Provide consultative support to Head Start as needed.
2. Provide disability aid when appropriate.
3. The Special Education Director will oversee the provision of services to children with disabilities as required in 1308.4(K) page 265.

*UCHRA Van Buren County Head Start will:*

1. Work with and assist any school personnel designated to work with UCHRA Van Buren County Head Start.
2. The Disabilities Services Specialist will coordinate with her counterparts to assure smooth integration of services.

IX. Procedures for Reviewing/Monitoring Child's Progress:

*Van Buren County School System will:*

1. Maintain special service folders following Van Buren County School System and Head Start protocol.
2. Provide ongoing consultation with Head Start staff.
3. Therapists should provide progress reports following the grading period for regular school.

*UCHRA Van Buren County Head Start will:*

1. Report attendance.
2. Coordinate meetings to share information concerning children.
3. Document progress.

X. Confidentiality:

Van Buren County School System and the UCHRA Van Buren County Head Start Program shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA).

XI. Training and Technical Assistance:

*Van Buren County School System will:*

1. Provide appropriate training for Head Start staff and parents/guardians on specific procedures and regulations for each agency.
2. Offer on-site assistance to individual teachers and staff members as needed.
3. Provide training to parents/guardians on the laws governing Special Education
4. Provide training for Disability Aide appropriate for diagnosed disability. All training provided pending funds available during the school year.

*UCHRA Van Buren County Head Start will:*

1. Notify Van Buren County School System of needed training and provide space for it.
2. Jointly plan training based on needs of staff and parents/guardians.

XII. Counting and Reporting Children with Disabilities:

*Van Buren County School System will:*

1. Complete head counts report.

*Van Buren County Head Start will:*

1. Complete appropriate forms and submit to the Van Buren County School System whenever a child is suspected of having a disability.
2. Complete annual Program Information Report (PIR)

XIII. Transition Plan:

Transition effort to be developed from Head Start to Kindergarten will include:

1. Develop process for sharing information.
2. Notify Van Buren County School System of children who will be transitioning by December 1, 2023.
3. Provide training about the school system and expectations for children and families.
4. Arrange visits to receiving school.
5. Develop transition forms if necessary.
6. Develop timelines for transition to occur.

7. Work together in the intervention process.
8. Provide additional services for all at risk children.

XIV. Termination Review

This memorandum of understanding will be reviewed by the Special Education Director and Disabilities Services Specialist on an as needed basis or at least once annually. Either party upon thirty (30) days written notices may terminate this agreement.

By entering into this contract we agree to adhere to all the code of conduct standards of the UCHRA Van Buren County Head Start and certificate of liability shall be maintained.

Van Buren County School System

UCHRA Van Buren County Head Start

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Name/Title/Date

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Name/Title/Date

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Name/Title/Date

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Executive Director/Date