



## OPERATING PROCEDURES

### ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

Bishop CISD

178902

Template update May 2020

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

#### PROCEDURES:

- Evaluation personnel are responsible for mailing the formal ARD notice either from the campus or via the campus Special Education Secretary at least two weeks prior to the ARD meeting. The second notice is the responsibility of the Special Education Case Manager and is sent home with the student one week prior to the ARD meeting. The third notice is the responsibility of the student's case manager via Remind, text message, email, pick up line or phone call one to two days prior to the ARD meeting. All notices and attempts to contact are noted in Success Ed contact log.
- Campus principals and/or assistant principals serve as the LEA representative at ARD committee meetings.
- PK teachers serve as the general education teacher for preschool aged children (ages 3 – 5 years).
- Evaluation personnel, such as educational diagnosticians, speech and language therapists, licensed specialists in school psychology, and related service personnel, attend ARD meetings to interpret the instructional implications of evaluation results.
- Educational diagnosticians or speech language pathologists are responsible for identifying and inviting a representative of an outside participating agency and for securing consent from parents/adult students for their attendance at the transition and ARD meetings.
- Educational diagnosticians or speech language pathologists are responsible for identifying and inviting the ECI representative and for securing consent from the parents for their attendance at the ARD meeting.
- ARD committee members that are required, attend all ARD meetings. They are sent an ARD invitation through the district Outlook calendar indicating their required attendance.



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- With parent consent, a member may be excused early from the ARD meeting. If a member is unable to attend, they will request written permission from Parent to be excused. The member(s), such as related service personnel, is required to share data and information with the parent at least 7 days prior to the ARD meeting.
- Parents receive 3 notices (1 formal, 2 follow-up) prior to an ARD meeting. Attempts to contact parents are documented in the contact log and stated in the ARD deliberations. Parents are given the option to reschedule as well.
- Parental requests for ARD committee meetings are sent to the assessment personnel assigned as case manager for the student to schedule the ARD. If LEA wishes to refuse the ARD meeting, the Special Education Director will provide written notice with explanation of refusal to convene an ARD meeting to the parent within 15 school days of the request and provide a copy of Procedural Safeguards.
- Student participation and their role in the ARD process is the responsibility of their campus case manager. Case managers and students collaborate with regard to their interests and needs prior to an ARD meeting.
- Annual ARD training is conducted by evaluation personnel during campus faculty meetings and/or designated professional development days.
- Assessment personnel are responsible for requesting and obtaining signed consents required based on the ARD committee decisions.
- Parent/guardian/adult student and administrators are requested to indicate agreement or disagreement with the ARD committee decisions on the signature page of the ARD. If the parent indicates disagreement, a reconvened ARD is scheduled to occur no more than 10 school days from the original ARD, unless both parties agree to a different timeline.

#### STAFF RESPONSIBLE:

**District Level:** Director of Special Education

**Campus Level:** Evaluation Personnel and Campus Case Manager

#### TIMELINES FOR ARD COMMITTEE MEMBERSHIP ACTIVITIES:

- Notice of meetings



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- Training of ARD committee members

#### **EVIDENCE OF PRACTICE:**

- Forms or checklists used to provide notice to required participants
- Forms used to document parent and LEA agreement when an ARD committee member is excused
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Calendar used to ensure availability of participants
- Forms of checklists used in IEP implementation including those in Success Ed
- Documentation of ARD committee or IFSP meetings in Success Ed