



## Disabilities Head Start Campus Intervention Team

Parent/Teacher/Campus Director has a serious concern regarding a student's academic progress/abilities which addresses the need for a referral for services to the HSCIT (Head Start Campus Intervention Team).

1. FSW/Campus Director contacts the HS Disability Spec. that they will be starting the Intervention Packet. The FSW / Teacher will obtain the parents signature on the completed Head Start Campus Intervention Team Information Sheet and / or depending on ISD campus will start the process. The Head Start teacher will start collecting information concerning student's progress.
2. FSW will schedule a meeting with Parent, Teacher, Campus Director, Disability Spec., and Ed. Spec to discuss student's academic progress. FSW will inform team members with time/place for the meeting.
3. The teacher will bring to the meeting - ESI Screening, Class work, Daily Notes, Documentation of Student Classroom Interventions, Min. 10 days
4. The FSW will bring to the meeting - Ages & Stages, Copy of Vision & Hearing Screening, completed Campus Intervention Team Information form and any other information in students file that would be beneficial.

5. The Education Spec. will also complete a Classroom Observation form.
6. The Campus Director will assist Teacher and FSW in securing/obtaining needed information to conduct meeting.
7. The purpose of the meeting is to discuss student's academic progress.
8. At the meeting, the committee jointly reviews testing scores, class work, daily notes, classroom observations, interventions that have been used/ documented, and community resources, if they would be beneficial.
9. The committee will complete the Education Consideration/Recommendations Form. The committee will decide –no further interventions are needed, interventions will continue, information will be sent to LEA and documented in Child Plus.
10. If additional interventions are required, they will be developed during the meeting. Teacher will implement And be documented /recorded in Child Plus.
11. The Education Spec. will also complete a Classroom Observation form.
12. The FSW will contact the Parent, Teacher, Campus Director, Ed. Spec., D/MH Spec and ISD personnel (if they would like to attend) for a meeting. FSW will inform team members with time/place for the meeting.
13. If needed, teacher will provide work samples and documentation from the interventions that have been completed.

14. The FSW will bring to the meeting the yellow folder containing information from the first meeting.
15. The team reviews documents and all pertinent information that have been completed to achieve success.
16. The team determines what was effective, as well as if there should be additional interventions tried and/or additional community resources that would be beneficial.
17. HSCIT team feels that this **IS** a valid referral for further testing from the ISD, the following steps will occur:
18. The D/MH Spec. will contact the ISD Diagnostician, and /or appropriate school personnel to give the information collected. If the school personnel are in attendance this will be noted as a Pre-ARD and the “Notice of Procedural Safeguard” will be presented to the parent/guardian. And a copy “A Guide to the ARD Process” will also be given to the parent. A signed sheet noting this process will be placed in the student’s file. Information will be noted in Child Plus
19. Upon the parent’s signature, (ISD form “Consent for Assessment/Evaluation”) the school time – 45 School day- will start.
20. The ISD will schedule and conduct the ARD after all testing has been completed.