
MEMORANDUM OF UNDERSTANDING

Between

Sylvan Union School District (SUSD-SE)
Special Education Department

and

Stanislaus County Office of Education (SCOE-CFS)
Child & Family Services
Head Start Grantee

Initiated October 2018

This Memorandum of Understanding (MOU) is made by and between Sylvan Union School District Special Education Department, hereafter referred to as “SUSD-SE” and Stanislaus County Office of Education, Child & Family Services Head Start Program, hereafter referred to as “SCOE-CFS”.

I. PURPOSE & SCOPE

The purpose of the MOU is to clearly identify the relationship collaborative roles and responsibilities of each party as they may relate to special education services, the children with IEPs enrolled at SCOE-CFS Head Start sites, and the use of the SCOE-CFS classrooms and/or outdoor environments located at Coleman F. Brown Head Start Center. Specifically, this MOU outlines the following:

- Dual enrollment is enrollment of a child with a disability who is enrolled in SUSD-SE Pre-Formal Special Day Class programs located at CF Brown Elementary School and in SCOE-CFS CF Brown Head Start program.
- Special education referrals/assessments and enrollment of children with a disability in SCOE-CFS Head Start programs.
- Integration of SUSD-SE Pre-Formal Special Day Class programs, located at CF Brown Elementary into SCOE-CFS activities at CF Brown Head Start in order to provide visitation only opportunities in an inclusive setting which promotes high quality educational experiences for children and families.
- Collaboration for training opportunities for both SCOE-CFS and SUSD-SE personnel.
- Children attending both programs (SUSD-SE & SCOE-CFS) will have the opportunity to build interpersonal social-emotional skills with their peers in an experience based, social emotional and academic setting.

II. BACKGROUND

SCOE-CFS and SUSD-SE both provide services to preschool aged children. SCOE-CFS has programs located on the Coleman F. Brown and Sylvan Elementary School campuses.

SCOE-CFS and SUSD-SE are entering into the agreement with the goal to provide inclusion opportunities for children with disabilities attending the Pre-Formal Severely Handicapped Special Day Class program located on the Coleman F. Brown Elementary School Campus.

SCOE-CFS provides training and technical assistance in order to strengthen and promote the inclusion of children with disabilities enrolled in Head Start.

SUSD-SE will work with SCOE-CFS to provide additional consultation or technical assistance to SCOE-CFS staff for children referred for special education services and/or those enrolled who have disabilities.

III. SUSD-SE & SCOE-CFS COLLABORATION

Facilities & Materials:

SCOE-CFS will:

- Respond to identified facility maintenance concerns in order to ensure child and staff safety at the aforementioned school sites (SCOE-CFS Director II)
- Collaborate with SUSD-SE with the design of accessible learning environments for dually enrolled children.
- Consult with SUSD-SE regarding specialized equipment and/or materials to support a child's individual instructional and safety needs, in accordance with their IEP, prior to renting or purchasing specialized equipment.

SUSD-SE will:

- Assist SCOE-CFS staff in locating specialized equipment and/or material, in accordance with children's Individual Education Program (IEP) to meet their individual instructional and safety needs while enrolled in Head Start.
- Consult with SCOE-CFS staff with the design of learning environments to ensure universal access.
- Purchase adaptive equipment necessary for individual children dually enrolled in SUSD-SE Special Day Class Program and SCOE-CFS program to promote access playground equipment and classroom learning centers.

Recruitment & Enrollment:

SCOE-CFS will:

- Collaborate with SUSD-SE staff to facilitate the recruitment, enrollment, attendance, and transition of children ages 3 to 5 on an IEP in SCOE-CFS programs.
- Attend scheduled IEP meetings, based on staff availability, for children referred or enrolled in the program.
- Notify SUSD-SE staff, in writing, when assistance is needed to obtain a child's current IEP per parent/guardian signed consent.
- Provide copy of dually enrolled children's California required Desired Results Developmental Profile (DRDP), which is an observation-based assessment tool and consult with SUSD-SE staff to identify: instructional strategies, modifications/accommodations of Head Start activities, and School Readiness Planning for children.
- Invite SUSD-SE staff to SCOE-CFS Child Success Team (CST) meetings for children dually enrolled in SUSD-SE Special Education sites and SCOE-CFS programs to assist in the planning of children's transition, attendance, and any necessary modification/accommodations needed.
- Develop School Readiness Plans to assure children are also working towards their IEP goals while participating in SCOE-CFS program as appropriate.

SUSD-SE will:

- Collaborate with SCOE-CFS staff to facilitate the enrollment, attendance and transition of children ages 3 to 5 receiving SUSD-SE services.
- Invite SCOE-CFS staff to IEP meetings for children receiving services by SUSD-SE so SCOE-CFS may participate in development of IEP.
- Assist SCOE-CFS staff with obtaining current IEP document (including signature page) per parent/guardian signed consent.
- Collaborate with SCOE-CFS staff to identify instructional strategies for children dually enrolled in SUSD-SE and SCOE-CFS programs.
- Attend SCOE-CFS Child Success Team (CST) meetings for children dually enrolled in a SUSD-SE and SCOE-CFS to assist in the planning of children's transition, attendance, and any necessary modifications and/or accommodations needed and available.

Referral & Assessment:**SCOE-CFS will:**

- Refer children to SUSD-SE based on outcome of standardized screenings and children's response to individualized strategies.
- With parent consent, provide health screening/assessment (medical, dental, nutritional, and relevant information from developmental screenings/ assessments), and observations to the team developing child's IEP as requested or needed.
- Assist SUSD-SE by working with parents to schedule and keep assessment and IEP meeting appointments.
- Provide services and supports, to the maximum extent possible, to meet the child's needs, while SUSD-SE determines child's eligibility. Individualization will be based on available information such as parent input, child observation, and assessment data.
- Support parent understanding of the purposes and results of evaluations and services provided under an IEP, to help parent understand their child's disability and how to support child development.
- Help parents understand their Parent Rights to advocate for their child and encourage them to work with SUSD-SE to address any questions or concerns.

SUSD-SE will:

- Ensure that relevant screenings/assessments are conducted for each child being considered for special education and related services under Part B of IDEA.
- Notify parent of the Individualized Education Program meeting with enough notice to support parent/guardian attendance and include others (e.g. family members and SCOE-CFS staff) as needed.
- Ensure timelines are adhered to in accordance with California Special Ed. Code 56043 as follows: (a) Assessment plan shall be developed within 15 calendar days of the referral for assessment once SUSD-SE determines an assessment is warranted. (b) An Individualized Education Program required as a result of an assessment of a pupil shall be developed within a total time not to exceed 60 calendar days.
- With parent consent, provide SCOE-CFS a copy of most recent completed assessment.

Child Supervision & Emergency Preparedness:

SCOE-CFS will:

- Actively supervise children and will have **sole responsibility** for maintaining the required teacher to child ratio for children enrolled in Head Start program.
- Provide SUSD-SE CF Brown SH class Teacher a copy of approved Child Supervision Plan regarding outdoor/indoor activity times.
- Orient SUSD-SE staff to: fire extinguisher, evacuation map, agency sign-in/sign-out procedure, classroom/outdoor Child Supervision Plan, and emergency kit location in Head Start classroom environments.
- SCOE CFS Director II or designee will ensure compliance. Obtain list of potential SUSD-SE staff (including secondary assigned staff person(s) when assigned staff member is unavailable) that will need to complete supervision training prior to visiting Head Start classrooms or playgrounds as described below.
- SCOE-CFS Head Start Director or designee will inform SUSD-SE SDC staff regarding Active Supervision outdoor requirements (i.e. supervision video and/or outdoor supervision handout with sign in sheet) prior to SDC class inclusion opportunities beginning in SCOE-CFS playground.
- SCOE-CFS Director or designee will verify all relevant SUSD-SE staff have been informed regarding Active Supervision outdoor requirements prior to SDC class inclusion opportunities beginning in playground by reviewing training sign in sheet.
- SCOE-CFS Head Start Director II or designee will ensure compliance. Verify completion of Active Supervision video (indoor/outdoor) prior to approving SUSD-SE SH staff to begin visiting Head Start classrooms.
- Notify SUSD-SE staff of additional SCOE-CFS sponsored Child Supervision trainings or updated supervision information in order to promote reciprocal training efforts.
- SCOE-CFS Head Start Director II or designee will verify completion of immunization requirements, under State Senate Bill 792 and Community Care Licensing (CCL) Title 22 Section 101152, prior to SUSD-SE SH 1.1 Aide attending Head Start classrooms to support dually enrolled child as appropriate. This does not apply to shared playground time or visiting children.
- Notify SUSD-SE staff of additional SCOE-CFS sponsored Child Supervision trainings in order to promote reciprocal training efforts.

SUSD-SE will:

- Provide SCOE CFS Director II a list of potential SUSD-SE CF Brown SH class staff who will need to complete supervision training and immunization clearance requirements prior to visiting Head Start classroom or playgrounds as described below.
- Assure SUSD-SE 1.1 Aide assigned to support dually enrolled child as appropriate have documentation on site (“file must be readily accessible during operating hours,” CF Brown Elementary or Head Start) to verify completion of immunization requirements under State Senate Bill 792 and Community Care Licensing (CCL) Title 22 Section 101152. Verification of completion of staff/volunteer immunization requirements must take place prior to SUSD-SE SH 1.1 Aide participating in Head

Start classrooms. This does not apply to shared playground time or SUSD-SE Aide for “visiting” children.

- Assure SUSD-SE staff assigned to support SDC class children sharing playground are informed regarding the content of the Head Start Supervision video. SCOE-CFS Director or designee will provide Head Start supervision video and/or handout to review. Verification of reviewing the Head Start outdoor supervision information (i.e. sign in sheet for training) must take place prior to SUSD-SE SDC staff sharing SCOE-CFS Head Start playground. Failure to comply with Head Start playground supervision requirements for example, closing/latching gate, will result in inclusion opportunities stopping, until meeting can take place to assure compliance can be maintained.
- Verify SUSD-SE SDC staff have been informed regarding Head Start Active Supervision indoor and outdoor requirements prior to visitation opportunities beginning (i.e. SUSD-SE SDC Aide visiting classrooms with 1-2 children). SUSD-SE SDC Aide must remain with visiting children and cannot address care or supervision of other children.
- Attend SCOE-CFS CF Brown Head Start staff meetings, based on SUSD- SE staff availability and as relevant to address supervision concerns/needs.
- Actively supervise SUSD-SE children and have **sole responsibility** for maintaining SUSD- SE teacher to child ratio during designated shared outdoor activities times with SCOE-CFS program.
- Provide adult supervision as indicated under the SELPA guidelines for a Severely Handicapped Pre-Formal Class (SH Class).
 - The adult to child supervision ratio will be a minimum of one SH staff member to **four** SH Class children visiting CF Brown Head Start during outdoor time only.
- Maintain appropriate teacher and adult to child ratios. The adult to child supervision ratio will be a minimum of one SH staff member to **two** SH Class children visiting CF Brown Head Start **during class time** only. This is noted to exceed SELPA guidelines however **two children per visit**, will be the approved “visitation” number to the designated Head Start classroom.
- Ensure children’s physicals and immunizations are current. The **two** SH Class children visiting CF Brown Head Start during class time will have children’s physical/immunizations up to date and accessible. SUSD-SE will obtain parent permission and be available to show a copy to Community Care Licensing if requested.
 - Immunization requirements will be waived only for the SUSD-SE staff that are with SUSD-SE children for Head Start classroom visitations as they are not providing “care and supervision” of children enrolled in Head Start.
 - The immunization requirement will still apply to all staff supervising children dually enrolled in both SUSD-SE and SCOE-CFS CF Brown Head Start.
- Be responsible for safety and supervision of children in the SH Class when utilizing the SCOE classroom, equipment, outside facility, and indoor restroom facilities.
- Follow SCOE emergency procedures (for example: lock down, fire drill) when utilizing the SCOE-CFS classroom, playground, and outside facility in the event of an emergency.

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- Actively supervise children attending a SCOE-CFS Class and utilize SCOE-CFS Supervision strategies to ensure child safety when using SCOE-CFS playground and equipment.
 - **Not be counted** as part of the SCOE-CFS program's teacher to child ratio when visiting the SCOE-CFS program to provide integrated special education services. Indoor and outdoor capacity, as approved by Community Care Licensing, must not be exceeded at all times.
 - Follow the SCOE-CFS Fire Drill and Emergency Preparedness Drill schedule annually to ensure SUSD-SE and SCOE-CFS staff and children have opportunities to practice together.
 - Assist SCOE-CFS staff in the evacuation of children and staff during an emergency, when visiting the SCOE-CFS programs.

IV. STAFF & ADMINISTRATION COMMUNICATION

SCOE-CFS will:

- Submit Plan of Operation to Community Care Licensing for SUSD-SE and SCOE-CFS to participate in inclusive visitation activities in CF Brown playground/classroom.
- Provide SUSD-SE an approved copy of Community Care Licensing Plan of Operation for SUSD-SE and SCOE-CFS to participate in inclusive visitation activities.
- Meet with SUSD-SE Program Specialist annually at a minimum to review MOU agreement and make necessary revisions or to address any staff concerns.
- Provide SUSD-SE a copy of the SCOE-CFS School Year Calendar prior to the start of each program year and updates when School year Calendar revisions are made during the program year.
- Notify SUSD-SE Program Specialist of SCOE-CFS sponsored training opportunities to promote reciprocal training efforts.

SUSD-SE will:

- Review "Plan of Operation" for Community Care Licensing to assure it highlights the supervision plans of SUSD-SE and schedule when SUSD-SE SH class visitation may take place.
- Work collaboratively with SCOE Coleman F. Brown and Sylvan Head Start programs on classroom management techniques to address students with challenging behaviors.
- Provide SCOE-CFS a copy of the SUSD-SE School Year Calendar prior to the start of each program year and updates when School Year Calendar revisions are made during the program year.
- Meet with SCOE-CFS Director II and SCOE-CFS Disabilities Supervisor annually, at a minimum, to review the MOU and make necessary revisions or to address any staff concerns.
- Notify SCOE-CFS Director II and SCOE-CFS Disabilities Supervisor of SUSD-SE sponsored training opportunities to promote reciprocal training efforts.

V. FUNDING

This MOU does not include the reimbursement and/or payment of funds between SUSD-SE and SCOE-CFS.

VI. RECORD STORAGE & RETENTION

This MOU does not include the storage and/or retention of child/staff records between SCOE-CFS and SUSD-SE.

VII. CONFIDENTIALITY

SUSD-SE and SCOE-CFS will ensure compliance with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA) and related family/student confidentiality statutes, including confidentiality of student information and/or family eligibility. Information will be shared between agencies regarding children of families enrolled in both programs upon written consent of parent/guardians with the legal authority to do so.

VIII. TERMS OF AGREEMENT

This MOU will be reviewed annually by involved parties. This Agreement between Sylvan Union School District (SUSD-SE), and Stanislaus County Office of Education, Child & Family Services (SCOE-CFS) will remain in effect until one or more parties identify that changes need to be made or that the MOU needs to be terminated.

IX. AGENCY CONTACTS

Sylvan Unified School District (SUSD-SE)

Dawn Mori
Director of Special Education
(209) 574-5000 ext. 253

Alisa Eldridge
Program Specialist
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Stanislaus County Office of Education Head Start Child & Family Services (SCOE-CFS)

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Director II
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Disabilities Supervisor
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X. EFFECTIVE DATE AND SIGNATURES

This MOU shall be effective upon the signature of the authorized officials, the Director of Special Education, Sylvan USD and the Executive Director of Child/Family Services, SCOE.

Dawn Mori
Director of Special Education
Sylvan Union School District
(209) 574-5000 ext. 253

Date

Debra Hendricks
Superintendent
Sylvan Union School District
(209) 574-5000 ext. 202

Date

Tony Jordan
Executive Director
SCOE-CFS
(209) 238-1800

Date