

# OPERATING PROCEDURES

## ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

UT Tyler University Academy

212804

Template update May 2020

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

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### PROCEDURES:

- To ensure that required ARD committee members fully participate in the ARD meeting: Parents are notified by written communication, email, and/or a phone call. Committee members from the LEA are notified through email calendar invitation. ARD committee meetings are scheduled at a time that is mutually beneficial to both parents and the district. Committee members always include
  - Parent/guardian or adult student
  - General education teacher
  - Special education provider
  - LEA representative
  - Representative who can interpret the instructional implications of evaluation
- When appropriate, other members of the committee include
  - A CTE representative
  - An LPAC representative
  - A certified teacher of students with visual impairments
  - A certified, teacher of students who are deaf or hard of hearing; and
  - Student (if post-secondary goals and transition services are considered)
  - Other related service providers
  - A person who is a certified academic language therapist or a person trained by an IMSLEC accredited dyslexia training program, or when neither of those is available, a person who has completed the Texas Dyslexia Academies.
- The campus director or designee serves as the LEA representative during the ARD Committee meeting.
- UT Tyler University Academy does not serve preschool-aged children. When a 5-year-old student has an ARD meeting, the kindergarten teacher serves as the general education teacher.
- Evaluation staff attend the ARD meetings to interpret the instructional implications of evaluation results. Evaluation personnel include the diagnostician, speech pathologist, School Psychologist, Dyslexia Specialist, certified teacher of the visually impaired, certified teacher of the deaf and hard of hearing, physical therapist, and/or occupational therapist.

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- The Diagnostician is responsible for identifying and inviting a representative of any participating agency likely to provide or pay for transition services and obtaining parental /adult student consent for representatives of a participating agency to attend the student's transition ARD meetings.
- UT Tyler University Academy does not serve students who are preschool aged. UT Tyler University Academy does not coordinate with ECI.
- An ARD committee member can be excused from an ARD committee meeting in whole or in part if the parent and LEA agree in writing that the member's attendance is not necessary because the member's area of the curriculum or related service is not being modified or discussed in the meeting or if it is being discussed, the member submits in writing, to the parent and the ARD committee, input into the development of the meeting prior to the meeting. The parent must be fully informed of all information relevant to the excusal of the member from attending the meeting in the parent's native language. The parent must understand that granting consent is voluntary and may be revoked, but the revocation is not retroactive. When absent from the entire ARD meeting, members will provide information to parents 5 days prior to the meeting. When absent in part, members will provide information in the meeting and answer parent concerns prior to being excused from the meeting.
- Campus Special Education Personnel will ensure that parents have the opportunity to participate in the ARD meeting and make reasonable efforts to schedule the ARD at a mutually agreeable time and location through a variety of efforts, including written communication, phone calls and email communications to the parent, and home visits, where appropriate. See [PARENT PARTICIPATION]. If Campus Special Education Personnel are unable to convince the parent to attend the ARD meeting or the parent indicates that the parent will not be attending the ARD meeting and gives permission for the ARD meeting to proceed without them, the ARD Committee can commence the process without parent participation. See [PARENT PARTICIPATION]. If the ARD Committee will proceed without the parent's participation, the ARD minutes/deliberations should include an explanation of the attempts to obtain parent participation and/or a statement that the parent gave permission to proceed without the parent.
- Students are prompted throughout the ARD meeting to respond to questions and take an active role in the ARD meeting.
- Members of the Special Education Department train all campus personnel on ARD committee membership, roles, responsibilities, and facilitation prior to the beginning of each school year. Teachers also watch training videos about IEP implementation and Restraint and Time Out. Special Education Teachers also receive training prior to the

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beginning of school to address data management, IEP implementation, and IEP development.

#### STAFF RESPONSIBLE:

**District Level:** Director of Special Education, Executive Director of Operations, Speech Pathologist, School Psychologist

**Campus Level:** Campus Diagnostician, Campus Director, Special Education Teachers, General Education Teachers

#### TIMELINES FOR ARD COMMITTEE MEMBERSHIP ACTIVITIES:

- Notice of meetings
- Training of ARD committee members: At least annually prior to the beginning of school.

#### 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