

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

ALIEF MONTESSORI COMMUNITY SCHOOL

101815

Template update May 2020

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

POLICIES AND PROCEDURES:

When an ARD committee convenes for an Admission ARD (Initial), an Annual ARD, or a Review (Revision) ARD, or Dismissal, the Special Education Campus Secretary will collaborate with the LEA/campus and the parents to schedule the ARD meeting at a mutually agreeable time. The Special Education Campus Secretary will notify all required parties of the meeting via email/calendar invitation. The Special Education Campus Secretary will complete the Invitation to the ARD Meeting in eSped and send it to the parent for signature. With parent approval, when completing the ARD invitation document the Special Education Campus Secretary will notify any outside agencies of the upcoming ARD meeting, including transition representatives, representatives of outside agencies such as ECI or other transition service providers, or advocates and attorneys. This notice (ARD Invitation) and proposed draft IEP documents are provided to the parent no less than 5 days prior to the date of the ARD meeting.

ARD Committee Members

When an ARD committee convenes for an Admission ARD (Initial), an Annual ARD, or a Review (Revision) ARD, the following members are required to be in attendance (19 TAC § 89.1 050.

The Admission, Review, and Dismissal (ARD) Committee):

- Parent/Guardian/Surrogate/Adult Student
- Campus Administrator (LEA Representative)
- Assessment Staff Member (Diagnostician, LSSP, or SLP) who is able to interpret evaluation results and instructional implications
- General Education Teacher of the student
- Special Education Teacher of the student

Other Special Required Members:

- Interpreter: required when the parent speaks a language other than English as their primary language. Note-an interpreter may serve a dual role (for example, CSER and Interpreter)
- Teacher for the Deaf/Hard of Hearing: required when a child has been identified as Deaf/Hard of Hearing
- Teacher for the Visually Impaired: required when a child has been identified as having a Visual Impairment
- LPAC Representative: required when a child has been identified as Limited English Proficient. Note-this individual may serve as another role in the ARD committee, except the administrator.

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- LSSP, Related Service Provider, Speech Language Pathologist: required for initial and reevaluations ARD/IEP meeting. For annual ARD/IEP meeting, attendance is not required; however, strongly encouraged. *
 - If the provider cannot attend the ARD/IEP meeting, the provider must contact parent, and discuss get approval of any changes.
 - Updates and changes will be provided the CSER or entered in Empower.
 - During the ARD/IEP meeting, the CSER will verify the conversation with the parent and review those changes
- LSSP: must participate in annual ARDs when a new Functional Behavior Assessment (FBA) or Behavior Intervention Plan (BIP) is being discussed*
- In the event a child is receiving special education and related services from a JJAEP, the CSER at the home campus will collaborate and invite the administrator and teacher of the JJAEP to the student's ARD meeting.
- CTE Representative, 6th grade and up and ONLY IF the student is being considered for or continuing in a CTE Course *
- Student, beginning at age 13, to discuss transition

**Member may be excused from the ARD Committee Meeting following the excusal guidelines listed below and in the internal resources section.*

Conducting an IEP Meeting Without a Parent in Attendance

A meeting may be conducted without a parent in attendance if CSER is unable to encourage parents that they should attend. The district keeps a record of its attempts to arrange a mutually agreed on time and place such as:

- Detailed records of telephone calls made or attempted and the results of those calls indicated in a parent contact log
- Copies of correspondence sent to the parent and any responses received
- Detailed records of visits made to the parent's home or place of employment and the results of those visits.
- At least three attempts using three different methods is required.
- Within the ARD Invitation, include three dates and times with a specific statement that if a parent does not select a time, the ARD will proceed in their absence of the last offer date.

Excusal of a Member from the ARDC Meeting

Although some members of the ARD committee may be excused from attending the ARD meeting, there are some attendees who may not be excused /see list below. Otherwise, a parent may agree for a member of the ARD Committee to be excused prior to the ARD committee meeting by stating in writing that the committee member(s) may be excused. Any member excused by the parent from attending an ARD meeting must first have reviewed their portion of the proposed IEP with the parent prior to the ARD meeting, have provided their written input (such as directing parent to relevant information in the PLAAFP document), and

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have obtained written permission for their excusal from the ARD meeting using an ARD Excusal Form. Collaboration with parents is documented in a Parent Contact Log and the excused ARD member notifies the CSER to include excusal information in the ARD deliberations.

Members that may not be excused from the meeting and should attend for the duration, include:

- Campus Administrator (LEA Representative)
- General Education Teacher of the student**
- Special Education Teacher of the student
- Teacher for the Visually Impaired (if student is VI)
- Teacher for Deaf/Hard of Hearing (if student is D/HH)
- LPAC Committee Member

** In the event of an emergency, the general education and CTE teacher may leave early if the parent agrees. Their consent must be noted in the deliberations, as well as verbiage indicating that the teacher's area of curriculum will not be modified or discussed after they leave. If the emergency is such that the teacher must leave prior to discussing their area and/or providing input into modifications necessary to that student, the ARD committee should reschedule or reconvene the ARD because they are a mandatory member of the committee.

STAFF RESPONSIBLE:

District Level: Special Education Director, Diagnostician, LSSP, Speech Language Pathologist, CTE Teacher, Related Service Personnel, Teacher for the Visually Impaired, Teacher for Deaf/Hard of Hearing

Campus Level: Campus Administrator, General Education Teacher, Special Education Teacher, Teacher for the Visually Impaired, Teacher for Deaf/Hard of Hearing, LPAC Representative

TIMELINES FOR ARD COMMITTEE MEMBERSHIP ACTIVITIES:

- Notice of meetings
- 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