

**Memorandum of Understanding**  
**Tipton Community School Corporation and the**  
**Head Start Program Administered by**  
**Kokomo School Corporation**  
**School Year 2018-2019**

**Purpose**

The purpose of this document is to outline the responsibilities of the identified agencies in the collaborative provision of services to preschool children, ages 3-5, who are eligible to participate in the Kokomo School Corporation Head Start Program.

**General**

The agencies shall follow the requirements of confidentiality as outlined in the Family Education Rights to Privacy Act (FERPA). To insure current implementation of federal and state laws, changes in statute or regulations within the duration of this agreement supersede statements contained within this agreement.

**Kokomo School Corporation as grantee for the Kokomo School Corporation Head Start Program agrees to be responsible for the following:**

1. Administrative responsibilities related to grant requirements
2. Salaries and benefits for certified staff, classified staff, and administrative staff
3. Provision and maintenance of the Darrough Chapel Early Learning Center
4. Acceptance of the number students identified in the grant for each service area
5. Coordination of screening of all enrolled students for potential problems in the areas of health and development, including speech, hearing, vision, and behavior
6. Assurance that all enrolled students receive appropriate immunizations
7. Coordination of follow-up services/treatments for any identified health or dental risk
8. Social services, family/student counseling, medical services, social-emotional support, and joint training of staff and parents
9. Provision of written information to Head Start parents regarding Child Find, Parental Safeguards, Kindergarten Round-up, Kindergarten Orientation, and Kindergarten screening dates as requested by the LEA
10. Referral of students with suspected disabilities to the appropriate LEA
11. Participation in Individual Developmental Assessment meetings (staffings) and/or case conferences for each student enrolled in Head Start including meetings to transition students from Early Head Start, from First Steps, and into Kindergarten
12. Assurance that appropriately licensed personnel serve all students and that classroom staff accommodate students with disabilities based on their IEPs
13. Provision of instructional space for special education or related service personnel provided by the LEA
14. Regarding bus drivers, provision of annual First Aid training and support for annual evaluations

**Both entities will insure Implementation of the Head Start Performance Standard 1302.63:**

- (a) Head Start must coordinate with the local agency responsible for implementing IDEA to identify children or who intend to enroll in a program that may be eligible for*

*services under the IDEA, including through the process described in §1302.33(a)(3) and through participation in the local agency Child Find efforts.*

- (b) Head Start must work to develop interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to children eligible for services under IDEA, including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive appropriate community-based setting and reduction in dual enrollment which in the least restrictive setting, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from pre-school to kindergarten.*
- (c) Head Start must participate in the development of the IFSP or IEP if requested by the child's parents and the implementation of the IFSP or IEP. At a minimum, the program must offer:*
  - (1) To provide relevant information from its screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,*
  - (2) To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.*

*Head Start must retain a copy of the IEP or IFSP for any child enrolled in Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 303.*

**Tipton Community School Corporation is ultimately responsible for providing FAPE and agrees to be responsible for the implementation of Article 7 requirements, including:**

- a. All educational evaluation services, which may include the consideration of screening information and other data collected by Head Start
- b. Identification and data reporting for students with disabilities including the acquisition and management of related 611 and 619 Part B funding
- c. Development of an Individualized Educational Program (IEP) including the annual goals to address the needs of the student
- d. Provision of special education and related services including consultative support to the teacher of service in accommodating student needs
- e. Placement of students, including the determination of how FAPE will be offered, either through
  - i. The provision of services by personnel employed or contracted by Tipton Community School Corporation, who will be welcomed into the Head Start facility in order for the provision of FAPE to occur;
  - ii. Contractual agreements with Kokomo School Corporation to provide FAPE services during the school day at Head Start, to be agreed upon outside of this memorandum of understanding;
  - iii. Placement at a facility other than Head Start maintaining participation in Head Start, in which case Tipton Community School Corporation will provide transportation in fulfillment of 7-36-8 and 7-43-1(u) in Article 7
- f. Provision of adaptive equipment as indicated in the IEP
- g. Progress monitoring and periodic reporting

- h. Provision of the public agency representative and a teacher of record in accordance with 7-32-97
- i. Provision of electronic access to case conference reports to certified staff providing instruction or therapy to students with IEPs.
- j. Ensuring that staff who work with Head Start students have a criminal background check, FBI fingerprinting, Safe Hiring Solutions background check, Sex Offender Registry Background Checks and Child Abuse Background Checks. This must be completed before starting work and documentation given to the Head Start main office according to the Head Start Performance Standard Final Rule 1302.90 (b)(1)(i)(ii) and 1302.90 (2) (i) (ii)



**Modification in Writing**

No amendment or modification of this Memo of Understanding shall be binding unless executed in writing by both parties.

IN WITNESS WHEREOF, Kokomo School Corporation and Tipton Community School Corporation have executed this Memo of Understanding and if this agreement is executed in counterparts, each shall be deemed an original.

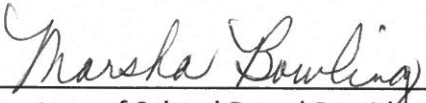
Dated this 4 day of June, 2018.

KOKOMO SCHOOL CORPORATION  
BY AND THROUGH  
THE SUPERINTENDENT

By   
(Signature of Superintendent)

Dr. Jeff Hauswald  
(Print name of Superintendent)

KOKOMO SCHOOL CORPORATION  
BY AND THROUGH  
THE BOARD OF SCHOOL TRUSTEES

By   
(Signature of School Board President)

Marsha Bowling  
(Print name of School Board President)

TIPTON COMMUNITY SCHOOL CORPORATION  
BY AND THROUGH  
THE SUPERINTENDENT

By \_\_\_\_\_  
(Signature of Superintendent)

\_\_\_\_\_  
(Print name of Superintendent)

TIPTON COMMUNITY SCHOOL CORPORATION  
BY AND THROUGH  
THE BOARD OF SCHOOL TRUSTEES.

By \_\_\_\_\_  
(Signature of School Board President)

\_\_\_\_\_  
(Print name of School Board President)