

Hackberry Elementary School District #3

Child Find Policy and Procedures

POLICY

Each public agency will ensure that all children with disabilities within the boundaries of the public agency, including children with disabilities who are homeless or wards of the State, and children with disabilities attending private schools or home schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated.

PROCEDURES

Hackberry Elementary School District, on an annual basis, creates public awareness of special education opportunities and advises parents of the rights of children with disabilities. Through Child Find, the district attempts to locate, identify and evaluate preschool-8th grade students residing within the district boundaries.

- All new students must be screened using the "45 Day Student Screening Report"
 - Within 35 days of student enrollment the Special Education Case Manager will facilitate a Child Find professional development.
 - Teachers will complete the 45 Day Student Screening Instrument.

- No problem noted
 - If there is no problem noted in all areas, the following must be completed:
 - Administrative Action
 - [] NO PROBLEM NOTED AT THIS TIME
 - Administrator's Signature and Date

- If an area of concern has been noted
 - If there is a problem noted in any of the areas, the following must be completed:
 - 10-day letter must be completed indicating the action taken

- Administrative Action
 - [] PROBLEM NOTED: Action Taken Below
 - [] **Parents notified in 10 school days if concerns were noted**
 - [] Current IEP/Special Education Records Received/Reviewed
 - [] Other
 - Administrator's Signature and Date

- A letter to the teacher requesting teachers indicate specific behaviors of concern
 - Teacher will complete behavior checklist and return to Special Education Case Manager

- Once teachers complete the behavior checklist
 - A letter will be given to the teacher indicating suggested interventions.
 - Teacher will determine appropriate interventions.
 - Teacher will document interventions.

- Completed 45 day screeners and additional related documentation are to be kept in a file titled "45 Day Screeners" This file is housed in the Special Education office.

- Student Referral
 - If a teacher has tried with fidelity concerning interventions and the child continues to struggle, the following must be completed:
 - Teacher will refer student, all documents will be given to the Special Education Case Manager.
 - Teacher will complete "Student Referral Form".
 - Teacher will provide documentation of interventions.

- Special Education Team begins the evaluation process.

Procedures used to follow up on private school and/or home-schooled student (ages 2.10 ½ -22 years) screening:

- Private school/Home-school Child Find meeting
 - Special Education Director will schedule an informational meeting.
 - Topics to be discussed:
 - Evaluation information
 - Types of services available in the event of determination
 - How such services are funded
 - Protocol for decision-making
 - If a child of a private school/home school parent expresses concern, the Special Education Case Manager will schedule a meeting.
 - Meeting agenda
 - Conduct a screener
 - Review results
 - If problem is noted, the Special Education Team begins the evaluation process.
- Private school/home school parent contacts the school regarding Child Find:
 - Cedar Hills Elementary School office clerk will collect parent and student contact information and send to the Special Education Case Manager.
 - Within 10 days the Special Education Case Manager will contact the parent and schedule a meeting
 - Meeting agenda
 - Conduct a screener
 - Review results
 - If problem noted the Special Education Team begins the evaluation process.

Procedures used to follow up on student screening (ages birth- 2.10 ½ years):

- Parent contacts the school regarding Child Find
 - Cedar Hills Elementary School office clerk will collect parent and student information and send to the Special Education Case Manager:
 - Within 2 days the Special Education Case Manager will complete a Child Find Referral Form to AzEIP through the AZ Department of Ed website.
 - Should the online referral malfunction, the Special Education Case Manager will immediately contact AzEIP for technical assistance.