

Eloy Elementary School's “Child Find” Policy and Procedures

Policy

If you have concerns about your child's development or progress in school, you may find the following information may be helpful.

What is “Child Find?”

The Individuals with Disabilities Education Act (IDEA) 2004 obligates schools to identify, locate, and evaluate all children with disabilities and guarantees eligible children with disabilities a free and appropriate public education (FAPE), based on the child's unique needs, in the child's least restrictive environment (LRE).

In compliance with IDEA, Eloy Elementary School staff members conduct “Child Find” activities for children from birth through 21 years old.

Procedures

“Child Find”

- 1) Eloy Elementary School staff members identify, locate, and evaluate all children within the school population who require special education and related services. School staff members responsible for this task include, but are not limited to, School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
- 2) Eloy Elementary School staff identify, locate, and evaluate children within the school population who are suspected of having a disability or requiring special education even if the child promotes from one grade to another grade or is highly mobile, including migrant children. School staff members responsible for this task include, but are not limited to, School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
- 3) The school's Director of Special Education and the school's office manager maintain hard-copy and electronic files for all children receiving special education and related services.

Public Awareness

1. Eloy Elementary School staff members let the general public know that special education services are available for students aged 3 through 21. School staff members also let the general public know how to access those special education services. School staff members responsible for this task include, but are not limited to, School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
2. Eloy Elementary School staff members let parents/guardians/surrogates with a child / children enrolled within the school know that special education services are available for students aged 3 through 21. School staff members also let parents/guardians/surrogates with a child / children enrolled within the school how to access those special education services. School staff members responsible for this task include, but are not limited to, School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
3. Eloy Elementary School staff members let the general public and parents/guardians/surrogates with a child / children enrolled within the school know about the early intervention services that exist for children from birth through 2 years of age. School staff members responsible for this task include, but are not limited to, School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
4. "Public Awareness" activities conducted by Eloy Elementary School staff members include, but are not limited to, providing the general public and parents/guardians/surrogates with a child/children enrolled within the school with
 - a. the direct URL link to the school board-approved "Child Find" policies and procedures on the school's website;
 - b. a printed copy of the school's board approved "Child Find" policies and procedures;
 - c. a copy of the English or Spanish "AZ FIND: Helping All Children Succeed" brochure.School staff members responsible for this task include, but are not limited to, School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.

Child Identification and Referral

1. The school's Director of Special Education establishes, implements, and makes available to all of the school's staff members, the general public, and parents/guardians/surrogates with a child/children enrolled within the school, the school board-approved "Child Find" policies and procedures designed to identify and refer all children with disabilities aged through 21, regardless of the severity of the child's disability.
2. The school's Director of Special Education makes sure that printed copies of the school board-approved "Child Find" policies and procedures are available to the general public and parents/guardians/surrogates with a child / children enrolled within the school.
3. The Director of Special Education makes sure that the school's webmaster post the most up-to-date electronic copy of the school board-approved "Child Find" policies and procedures on the school's website.
4. Appropriate Eloy Elementary School staff members meet at least once every calendar year to inspect and, if necessary, revise the school board-approved "Child Find" policies and procedures. School staff members responsible for this task include, but are not limited to School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
5. The school's Director of Special Education and office manager maintain print and electronic documentation of who attended any review meetings held throughout the calendar related to the school board-approved "Child Find" policies and procedures. School staff members who will attend these meetings include, but are not limited to School Administration, the Director of Special Education, the school's office manager, the general education teachers, and all support staff.
6. The school's Director of Special Education meets at least once every calendar year with School Administration, the School Board members, and other support staff as needed to ensure that the school board-approved "Child Find" policies and procedures for child identification and referral continue to follow federal and state legislation, rules, and regulations.
7. The school's Director of Special Education conducts at least one annual professional development session so that all school staff members understand the roles they play in conducting child identification activities related to students enrolled in the school and the general public. The Director of Special Education requires all relevant school staff

members to attend. The Director of Special Education and the school's office manager maintain hard-copy and electronic meeting attendance files.

8. The school's Director of Special Education works with School Administration and the general education teachers to ensure completion of identification screening for possible disabilities within 45 calendar days after:
 - a. Entry of any student enrolling without appropriate records of screening, evaluation, and progress in school; or
 - b. Notification by parents of concerns regarding developmental or educational progress by their child (aged 3 years through 21 years).
9. The school's Director of Special Education ensures that the school's screening procedures include the following components:
 - a. cognitive or academic
 - b. communication;
 - c. motor
 - d. social or behavioral
 - e. adaptive development
10. The school's Director of Special Education makes sure that the general public, parents/guardians/surrogates with a child / children enrolled within the school, and all school staff understand that this screening does not include detailed individualized comprehensive evaluation procedures.
11. For a student transferring to Eloy Elementary School, the school's Director of Special Education reviews enrollment data and the student's educational performance at their prior school. If there is a history of special education for a student not currently eligible for special education, or if there has been a history of poor progress, the Director of Special Education will meet with School Administration and the student's general education teacher to consider the need for a referral for a full and individual evaluation or other services.
12. If a concern about a student is identified through screening procedures or through a review of records, the school's Director of Special Education shall have the student's general education teacher notify the child's parent/guardian/surrogate of the concern within 10 school days and inform them that the Director of Special Education will follow up with them about the school's procedures and the student's needs.

13. The school's Director of Special Education maintains a print and electronic record of the identification procedures used, the dates of **entry** into school or the notification by parents/guardians/surrogates, and the dates of screening. The school's office manager maintains the results inside the student's permanent records file, located in the locked cumulative file room. In the case of a student no longer enrolled, the results are maintained by the school's office manager in a secure facility.
14. If the identification process indicates a possible disability, the name of the student is submitted by the general education teacher to the school's Director of Special Education and School Administration. The school's Director of Special Education assembles a Multidisciplinary Evaluation Team (MET) that includes School Administration, the general education teacher, parents/guardian, and any other team member that may be warranted to meet to consider the need to refer the student for a full and individual evaluation or other services.
15. Parents/guardians/surrogates may request an evaluation of their child/children by calling the Director of Special Education at 520-466-2133, by email at annabell.sauceda@eloyesd.net or by written letter.
16. If, after consultation with the parent/guardian/surrogate, the school's Director of Special Education, School Administration, and general education teacher decide that a full and individual evaluation is not warranted, then the school's Director of Special Education ensures that the student's parent/guardian/surrogate receives a prior written notice and their procedural safeguards within a timely manner.

Referral: Birth to 2 years 9 months

1. When the school's Director of Special Education receives a statement of concern from a parent/guardian/surrogate about the development of a child/children aged from birth to 2 years 9 months, the Director of Special Education will complete the following steps within two (2) business days of the date of the parental referral.
2. The school's Director of Special Education provides the child's parent/guardian/surrogate with the direct URL link to the school board-approved “child find” policies and procedures.
3. If needed, the school's Director of Special Education provides the child's parent/guardian/surrogate with a printed copy of the school board-approved “child find” policies and procedures.
4. The school's Director of Special Education provides the child's parent/guardian/surrogate with a copy of the “AZ FIND: Helping All Children Succeed” flier in English or Spanish.
5. The school's Director of Special Education informs the child's parent/guardian/surrogate that the Director of Special Education can help submit an online referral to the Arizona Early Intervention Program (AzEP).
6. The school's Director of Special Education provides the child's parent/guardian/surrogate with AzEP's email and phone number so that they can check the status of the referral.
 - a. Email: AzEIP@azdes.gov
 - b. Phone Number: (602) 532-9960

The school's Director of Special Education encourages the child's parent/guardian/surrogate to regularly check the status of the referral with AzEIP.

Referral: 2 years 10 months to 5 years

1. When the school's Director of Special Education receives a statement of concern from a parent/guardian/surrogate or preschool staff about the development of a child / children aged from 2 years 10 months to 5 years, or a request for an evaluation, the Director of Special Education will complete the following steps within two (2) business days of the date of the parental referral.
2. The special education office manager will reach out to parents to have them complete demographic paperwork and bring in proof of residence and birth certificate and documentation of a vision and hearing. If child does not have a current vision and hearing screening an appointment will be schedule with the University of Arizona Extension Program at 520-836-4651 for a free vision and hearing screening.
3. The office manager will then schedule a free child find screening at the next scheduled Child Find date. (ALL Child Find dates are within 45 days).
4. The school's Director of Special Education ensures that the school's screening procedures include the following components:
 - a. cognitive or academic;
 - b. communication;
 - c. motor;
 - d. social or behavioral;
 - e. adaptive development
5. If concerns are noted during child find screening the parents will be notified of concerns. Based on the results of the DIAL 4 screening we are able to make the following statement:
____ Your child current development skills are appropriate for his/her age.
____ Your child may benefit from further evaluation in the following areas:
cognitive, adaptive, communication, motor or social emotional development.
6. If concerns are noted the special education director will follow up with the team to discuss an evaluation to determine eligibility for special education services.

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