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Hermosa Montessori Charter School Child Find Policy and Procedures

In accordance with the Individuals with Disabilities Education Act of 2004 (from hereon referred to as IDEA '04) 34 CFR §300.111, employees and contractors will adhere to the board-approved policy as outlined below.

The public education agency, Hermosa Montessori Charter School (from hereon referred to as HMCS), will ensure that all children with disabilities within the boundaries of the public education 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.

Hermosa Montessori Charter School will adhere to IDEA '04 requirements by:

- 1) HMCS will identify, locate, and evaluate all children with disabilities within their geographic boundaries who are in need of special education and related services. This must include:
 - a. Children who are homeless;
 - b. Children who are highly mobile, including migrant children;
 - c. Children who are wards of the state; and,
 - d. Children who are attending private schools or home schools.
- 2) Child Find must also include children who are suspected of being children with a disability and are in need of special education, even though:
 - a. They are advancing from grade to grade or
 - b. They are highly mobile children, including those who are migrant children.
- 3) HMCS will maintain a record of children who are receiving special education and related services.

AAC R7-2-401.C Public Awareness

- 1) HMCS shall inform the general public and all parents within the boundaries of responsibility of the availability of special education services for students and how to access those services. This includes information regarding early intervention services for children aged birth through 2 years. Information regarding Child Find will be posted on the *front office bulletin board* and the full policy will be available either electronically or in writing to parents upon request.



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- 2) HMCS is responsible for the referral to Child Find and guiding parents to the appropriate district school within the boundriess of responsibility.

AAC R7-2-401.D Child Identification and Referral

- 1) HMCS shall establish, implement, and make available (either in writing or electronically) to its school-based personnel and all parents within the public education agency boundaries of responsibility, written procedures for the identification and referral of all children with disabilities, including children with disabilities attending private schools and home schools, regardless of the severity of their disability. *See: Child Find Procedures and Processes*
- 2) HMCS shall require appropriate school-based personnel to review the written procedures related to child identification and referral on an annual basis. The public education agency shall maintain documentation of school-based personnel review. To do this, staff personnel will sign the participation sheet in the *Child Find Policies and Procedures* binder in the *front office*.
- 3) In accordance with A.R.S. Title 15, Chapter 7, and the State Board of Education rules R7-2-401, HMCS is responsible for:
 - a. Referral to the family’s residential district school
 - b. Cooperation with the district school to ensure the child is accommodated within the private school setting
 - c. Identification (screening for possible disabilities) of all Kindergarten students and newly enrolled/transfer students in the 1st through 8th grade (*see: 45 day screening*), which include
 - i. Vision and hearing
 - ii. Cognitive considerations
 - iii. Academic considerations
 - iv. Communication (language and articulation)
 - v. Motor
 - vi. Social
 - vii. Behavioral
 - viii. Adaptive development
 - ix. A review of previous school records (if applicable)
 - x. Dates of screening
 - xi. Signature of the reviewing party and date of the review
 - d. The notification to parents of the area of concern within 10 days of the observation and record of the dates of contact and response;



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- e. Maintenance of the student’s permanent record, including the 45-day screening;
- f. If the identification process indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services (*See: Child Study*);
- g. A parent may request an evaluation of the student;
- h. If, after consultation with the parent, the responsible public education agency determines that a full and individual evaluation is not warranted, the public education agency shall provide prior written notice and procedural safeguards notice to the parent in a timely manner.

For the Governing Board

Date