

Policies and Procedures for “Child Find” -- Special Education for Students with Disabilities

A student (or the parents of a minor student) who has been diagnosed with a disability, or who has had a IEP/504 Plan in the past, or who believes they may have a disability and would like to be evaluated for special education services should discuss the matter with their Academic Success Coach or contact the Manager, Special Education and Specialized Instruction. GEC currently has the following systems in place in order to proactively screen, identify, evaluate, and serve students suspected of having a disability.

1) Public Awareness and Universal Screening

Adult students and parents of minor students are notified regarding how to access the special education evaluation process if they are concerned that the student may have a disability through:

- School handbook
- Information provided at parent/teacher conferences
- By the Manager, Special Education and Specialized Instruction and Coaches

Staff are trained through annual professional development training sessions, and other trainings and written materials, to recognize when a student may have a disability and how to access the evaluation process.

GEC uses the following universal screening processes to determine which students should be referred for a special education evaluation:

- Observations in a variety of settings
- Multi-tiered problem solving approach
- Parent/family interviews
- Review of attendance, grades, and/or scores of universal norm-referenced assessments

2) Identification

Identification of a student with a disability involves:

- A process for parents of minor students and staff to request evaluations
- A process that ensures that a student is evaluated in all areas of concern
- Evaluations that are conducted by qualified trained professionals

3) Evaluation

A group of qualified GEC professionals meets following a referral to review:

- Existing data (such as educational, behavioral, attendance and health)
- Any information provided by the parent of a minor student
- Pre-referral interventions and strategies
- Current classroom-based assessments, and
- Observations by teachers and related service providers

A set of procedures and assessments are used to determine whether a student has a disability and, if so, the nature and extent of special education and related services that the student needs. GEC's procedures allow it to make eligibility determinations within 60 days.

GEC has procedures in place to ensure that a student is re-evaluated in a timely and appropriate manner.

4) Serving the Student

Once a student has been identified with a disability, his/her IEP or 504 Plan is implemented and revised as required. GEC hires and retains qualified professionals to implement IEP/504 Plan services. GEC has procedures to conduct ongoing IEP/504 Plan progress monitoring and to determine the appropriateness of the IEP/504 Plan services. In each case, GEC strives to determine the appropriate settings for services within the least restrictive environment.