

SPECIAL EDUCATION POLICIES AND PROCEDURES ADDENDA

1. Child Find Process:

M.S.A.D. 30 has the responsibility for identifying, locating, and evaluating all students within its jurisdiction who are in need of special education and/or support services, including students with disabilities attending private schools and home schools, regardless of the severity of their disabilities. The process shall include pre-school and pre-kindergarten screening, inspection of the records of students who transfer in to M.S.A.D. 30, and holding a Pupil Evaluation Team meeting on students who have already been identified through Child Development services or Headstart. Final identification of students with disabilities, and development of individualized education programs for such students, occurs through the Pupil Evaluation Team meeting (Part 9 of Maine *Special Education Regulations*).

M.S.A.D. 30's responsibility for child find includes students who are enrolled in private schools or home schools, highly mobile students (migrant or homeless), students who are incarcerated in county jails, and students who are suspected of having disabilities even though they are advancing from grade to grade.

M.S.A.D. 30 is also responsible for students tutored to Lee Academy through direct child find screening, and this must be accomplished through screening of records within 30 days of the receipt of those records, unless the status of those students is already known by personnel from M.S.A.D. 30 who have been educating the students previously to entry into Lee Academy.

If the child find process indicates that a student may require special education or support services in order to benefit from regular education programming, the student shall be referred to the Special Education Administrator and the parents shall be notified of the referral and the reasons for the referral.

2. Referral Process:

All referrals will be acted upon in a timely manner, and members of the Pupil Evaluation Team shall review existing evaluation data and determine the need for additional evaluations within 15 days of receipt of the referral. A referral in M.S.A.D. #30 is initiated upon receipt of a Consent for Evaluation, signed by the parent, in the Office of Special Education.

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Students may be referred by parents, teachers, support staff, agencies involved with the child, guardians, or guardians' ad litem. Referrals shall be made in writing to the Office of Special Services at Edith Lombard School, P.O. Box 2, Springfield, Maine 04487, or by calling 738-3815 or 738-2992.

Referrals shall be made on students who are considered "at risk" because they have been absent 45 days during a school year, have been suspended or expelled in excess of 10 days during a school year, or have experienced an illness or accident likely to cause neurological or emotional impairment. Such referrals may be made by parents, teachers, support staff, agencies involved with the child, guardians, or guardians as litem. Referrals shall be made in writing to the Office of Special Services at Edith Lombard School, P.O. Box 2, Springfield, Maine 04487, or by calling 738-3815 or 738-2992.

All cumulative records of students shall indicate in a conspicuous place that the child has been screened for special education services. M.S.A.D. 30 special education staff shall indicate on a sticker on the cover of the child's cumulative file that the screening has led to one of three results: 1. the child's records do indicate that the child should be referred, 2. the child's records do not indicate that the child should be referred, or 3. the child's records indicate that the child should be monitored.

In all referrals not initiated by the parents, the Office of Special Services will notify the parents in writing of the referral, the reasons for the referral, the evaluations that are being recommended, and the parent's procedural safeguards. The Office of Special Services may require that referrals from teachers and support staff indicate that parent contact regarding the referral be made prior to the submission of the referral.

When a student has been determined to be eligible for services, a PET will develop an Individualized Education Program, consistent with these regulations, to stipulate what special education and supportive services are appropriate to meet the student's unique educational needs.

Adopted: August 6, 2002
Revised: September 27, 2005