



CHILD FIND POLICY

INTRODUCTION

Under the Individuals with Disabilities Education Act (IDEA), Eagle Academy PCS is responsible for conducting continuous efforts intended to identify, locate, and evaluate all children with disabilities between the ages of three (3) and 3rd grade enrolled in Eagle Academy PCS, including children with disabilities who are homeless, children who are in the custody of the District of Columbia Child and Family Services Agency (CFSA) or committed to the District of Columbia Youth Rehabilitation Services Agency (DYRS), children who are making progress grade to grade, and highly mobile children, who are in need of special education and related services. These duties are called Child Find responsibilities. This policy establishes procedures for fulfilling Child Find responsibilities at Eagle Academy PCS, and applies to all children enrolled in Eagle Academy PCS and all staff employed by Eagle Academy PCS. Eagle Academy PCS staff is expected to know and act in accordance with the requirements and procedures established by this policy. Eagle Academy PCS trains staff on an (annual/ biannual) basis to ensure staff understand and execute Child Find responsibilities.

POINTS OF CONTACT

Parents are encouraged to speak with any Eagle Academy PCS staff if they have concerns about their child. Parents and other stakeholders should contact one of the following Eagle Academy PCS staff to discuss Child Find, the referral process, and the availability of special education programming at Eagle Academy PCS.

- Trenice Jett Jones (Director of Special Education)
202 459-6822
tjettjones@eagleacademypcs.org
- Melanie Leonard(Principal)
PK/Kindergarten
mleonard@eagleacademypcs.org
202 544-2646
- Royston Lyttle 1st/3rd(Principal)
202 544-2646
rlyttle@eagleacademypcs.org
- Terena Swales Thompkins (Special Education Coordinator)
202 459-6822
tswales@eagleacademypcs.org

- Sabrina O’Gilvie (*Principal Capitol River Front*)
1017 New Jersey Ave. SE
202 459-6825
sogilvie@eagleacademypcs.org

TARGET POPULATIONS

This policy and Eagle Academy PCS Child Find efforts apply to children between the ages of three (3) and ten (10) years of age enrolled in Eagle Academy PCS including children who are:

- Homeless;
- In the custody of the District of Columbia Child and Family Services Agency;
- Committed to the District of Columbia Youth Rehabilitation Services Agency;
- Making progress grade to grade; and
- Highly mobile children.

OUTREACH EFFORTS

To ensure the local and school communities are aware of the availability of special education and related services for eligible children with disabilities and the methods for requesting such services, Eagle Academy PCS provides public notice through a variety of methods:

- Eagle Academy PCS provides information to parents and the school community at school events such as parent-teacher conferences, back-to-school events, summer enrollment events, etc.;
- Eagle Academy PCS publishes information and relevant dates in school manuals, calendars, and on its website at info@eagleacademypcs.org
- Eagle Academy PCS staff provides information to parents during [annual/ quarterly] parent-teacher conferences;
- Brochures regarding special education services are available for parents and the public in Eagle Academy PCS

COORDINATION WITH NON-EDUCATIONAL DISTRICT AGENCIES

To ensure coordination with appropriate District agencies to facilitate the identification, location, and evaluation of children with disabilities enrolled in Eagle Academy PCS, Eagle Academy PCS maintains contacts with the following District agencies:

- District of Columbia Public Schools (DCPS) Early Stages program;
- The Child and Family Services Agency (CFSA);
- Department of Behavioral Health (DBH);

PARENT ENGAGEMENT

Parents may obtain information about the availability of special education and related services through this policy, information posted on our website at www.eagleacademypcs.org , or by contacting Eagle Academy PCS. Eagle Academy PCS also maintains written materials for parents, which can be found at the front desk. Eagle Academy PCS staff is required to provide information to parents upon request and at parent-teacher conferences.

REFERRAL PROCESSES

A referral is documentation provided by the child’s parent, or other referral source, which

clearly states why it is thought that the child may have a disability. Eagle Academy PCS is required to complete an initial evaluation and determine if a child is a child with a disability eligible for special education and related services under IDEA within 120 days of receipt of a referral.

The 120-day requirement does not apply if:

- The parent fails or refuses to respond to a request for consent for the evaluation;
- The parent of the child repeatedly fails or refuses to produce the child for the evaluation; or
- The child enrolls in another LEA prior to the determination of eligibility.

If a parent or community member would like to request an initial evaluation to determine if a child is in need of special education and related services, please contact Terena Swales, Special Education Coordinator tswales@eagleacademypcs.org, 3400 Wheeler Road SE Washington, DC, 20032. All Eagle Academy PCS staff must accept an oral or written referral for initial evaluation. Upon receiving an oral referral, Eagle Academy PCS staff must assist any outside referral source in documenting the referral in writing, and must document the date of the referral within three (3) business days of receipt. Eagle Academy PCS provides a referral form to assist parents and other parties in documenting a referral. To obtain this form, please contact Terena Swales, Special Education Coordinator tswales@eagleacademypcs.org, 3400 Wheeler Road SE Washington, DC, 20032.

Eagle Academy PCS accepts referrals for initial evaluation from the following persons:

- A student's parent; and
- Employees of Eagle Academy PCS who has knowledge of the student.

For children under the age of 6, Eagle Academy PCS also accepts referrals from:

- Pediatricians or other medical professionals, including physicians, hospitals, and other health providers;
- Child development facilities, including day care centers, child care centers, and early childhood programs;
- District agencies and programs, including IDEA Part C programs ;
- Community and civic organizations; and
- Advocacy organizations.

Eagle Academy PCS maintains regular contact with community-based referral sources, and works to collaborate with community-based service providers to provide information on the availability of special education and related services and the means through which parents or organizations may submit a referral.

After Eagle Academy PCS has received a referral, Eagle Academy PCS must make reasonable efforts to obtain parental consent for an initial evaluation, which includes attempting to contact the parent at least three (3) times on three (3) different dates using at least two (2) modalities. Eagle Academy PCS shall conduct an analysis of existing data on the student to determine if additional assessments are necessary. Existing data that may be considered may include but is not limited to teacher observations, classroom assessments, school wide screenings and assessments, state assessments, student grades and records, parent reports, health records, or data from other interventions. Eagle Academy PCS will provide the parent of a child suspected of having a disability with information about the nature of any additionally

required assessment.

SCREENINGS

Eagle Academy PCS implements a comprehensive screening process to determine if a child should be referred for an evaluation, the result of which is provided to the child's parent. Screenings utilize assessments and tools that are generally applied across the entire student population. Parent consent is not required for Eagle Academy PCS to conduct a uniform, school wide screening. A screening conducted by an Eagle Academy PCS teacher or specialist to determine appropriate instructional strategies for curriculum implementation does not constitute an evaluation for eligibility for special education and related services and does not require parent consent.

Eagle Academy PCS screenings must not delay the initial evaluation of a student who may be a child with a disability in need of special education and related services.

RESPONSE TO INTERVENTION

Eagle Academy PCS Response to Intervention (RtI) efforts must not delay the initial evaluation of a student who may be a child with a disability in need of special education and related services.

TRANSITION FROM PART C

Under IDEA, Eagle Academy PCS must ensure a smooth and effective transition for children transitioning from Part C early intervention services to Part B special education and related services. In furtherance of this responsibility, Eagle Academy PCS :

- Identifies incoming children that were served by Strong Start DC Early Intervention Program (DC EIP) prior to enrollment at Eagle Academy PCS , and participates in transition activities as appropriate at the request of DC EIP; and
- As applicable, regularly coordinates with DCPS Early Stages to ensure a smooth and transition for students served by DCPS Early Stages prior to enrollment in the Eagle Academy PCS .

When a child is transitioning from Part C to Part B services, Eagle Academy PCS participates in transition planning conferences as appropriate, and ensures each child with a disability has an IEP developed and implemented by the child's third birthday.

PARENT PROCEDURAL SAFEGUARDS AND RIGHTS

Parents' legal rights during the Child Find process are defined by IDEA and District of Columbia law. In the event of a disagreement, parents may pursue dispute resolution and due process rights, including mediation, due process complaints, or state complaints. Parents can learn more about their rights under IDEA by referring to the Part B Procedural Safeguards located on OSSE's website <https://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-procedural-safeguards> or by contacting Eagle Academy PCS Terena Swales to obtain a copy of their procedural safeguards.

DATA REPORTING

In accordance with District of Columbia law, Eagle Academy PCS , counts and reports the number of children with disabilities receiving special education and related services count annually on October 5 or the date set for the annual pupil count required by D.C. Official Code §

38-2906.