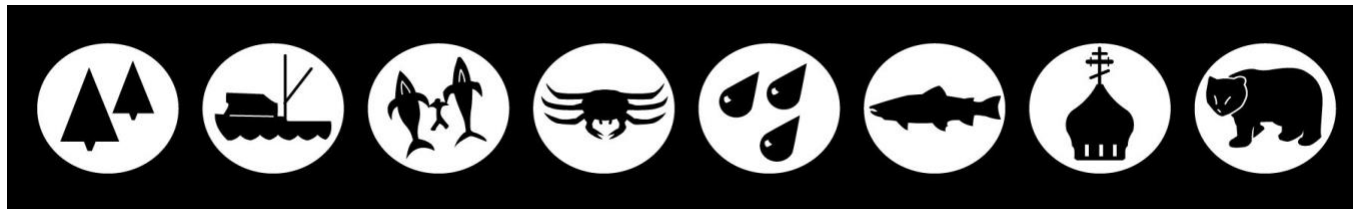


**Kodiak Island Borough School District
Department of Special Services
907-486-7574
722 Mill Bay Road
Kodiak, Alaska 99615**

**KIBSD Special Services Department
Policy and Procedures
Child Find Plan**



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The Kodiak Island Borough School District maintains documentation of procedures for screenings within the KIBSD Child Find Plan to ensure compliance with 34 CFR 300.111 and 4 AAC 52.100

The Kodiak Island Borough School District (KIBSD) conducts specific activities for the purposes of locating, evaluating and identifying students ages birth to twenty-one with suspected disabilities and who reside within the district's boundaries. This includes students attending private schools. The term Child Find refers to the coordination of activities to ensure that children with disabilities are located and provided the services they are afforded under Individuals with Disabilities Education Act 2004 (IDEA). The Special Education Services Administrator serves as the Child Find Coordinator.

Alaska regulations specify that Child Find activities must include:

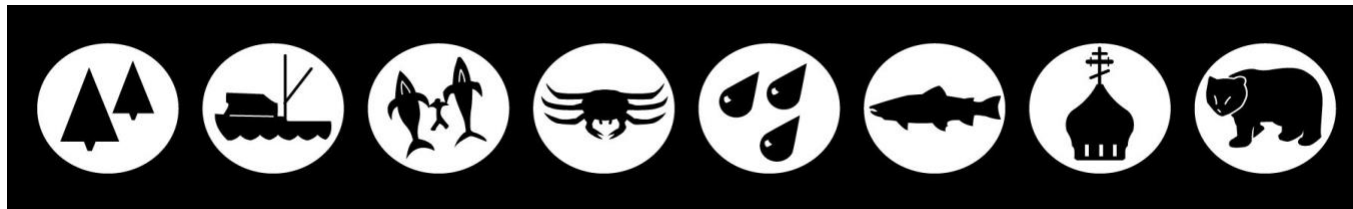
- Highly mobile children, such as migrant or homeless children
- Children being educated in their homes by a parent
- Children who have been expelled or suspended from school
- Children enrolled in charter schools, district correspondence study programs, and private schools

Child Find Screenings for Children Three to Five Years of Age

If your child is a preschooler and you have concerns about your child's development, the KIBSD offers screening clinics for preschool aged children that provide parents information about their child's development in the following areas:

- Academic
- Vision
- Hearing
- Language
- Cognitive
- Motor Skills

Screenings are held throughout the year at the developmental preschool. Screenings are advertised with the newspaper and radio station. Informational flyers are posted around town, including medical offices, schools, preschools, and daycares. Advertising for this event is offered in English, Tagalog and Spanish. Parents are encouraged to take advantage of this free service, especially if they have questions and concerns regarding



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their child. If the child will be entering a kindergarten program next year, and parent has concerns in any of these areas, the screening is especially advised. You may contact the KIBSD developmental preschool at 907-486-7574 if a parent wishes to schedule a screening for their child. At least one parent must accompany the child to the Child Find screening. Screenings take approximately 1 ½ hours and are conducted by certificated KIBSD staff.

Child Find Process

Once a Child Find appointment is scheduled, parents will then be sent an appointment confirmation and paperwork to complete before attending the screening. After the screening, one of two things will happen:

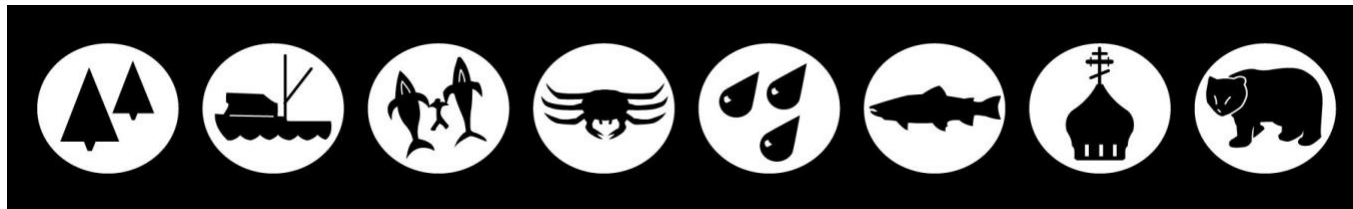
- For some children, their screenings will indicate that a full developmental assessment to determine eligibility for special education services is not necessary. In this case, parents will be provided with community resources and home program suggestions to strengthen any areas of minor weakness.
- Other children, for which the screening determines that future assessment is required, will then be referred on to a formal, more in-depth evaluation. This evaluation will determine if a child is eligible to attend KIBSD's developmental preschool program for children with special needs.

Child Find Procedures for School Aged Children

Some children need extra assistance in their school career, and this need may be the result of a disability. Not all students who have disabilities need or qualify for special education services. Students qualifying as disabled under the IDEA require "specially designed instruction" which is designed and monitored by a certificated special education staff member. Some students with disabilities do not require specially designed instruction, but do require accommodations in order to access their education. These accommodations are provided under Section 504 of the Rehabilitation Act of 1973.

I suspect my child has a learning disability. What should I do?

If you suspect that your child has a learning disability of any kind, you should contact the child's teacher, school psychologist, or building administrator for further information to determine whether the school can address the child's needs through the Multi-Tiered



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System of Supports (MTSS) process or whether your child should be evaluated for special education.

Screening

The school conducts academic screenings for children in all grades three times each year; grades Kindergarten-third via Curriculum Based Measures and grades third-ninth via Measures of Academic Progress (MAP). *Note: Students attending grade three may benefit from both measures.* Teachers use the information from these screenings to develop appropriate instruction and interventions for all students. Students receiving interventions are progress monitored to determine response to intervention. Vision and hearing screenings are also conducted annually. If a concern is expressed regarding a child's speech, language, motor development, behavior, adaptive skills, or cognitive development, additional screenings and observations may be provided.

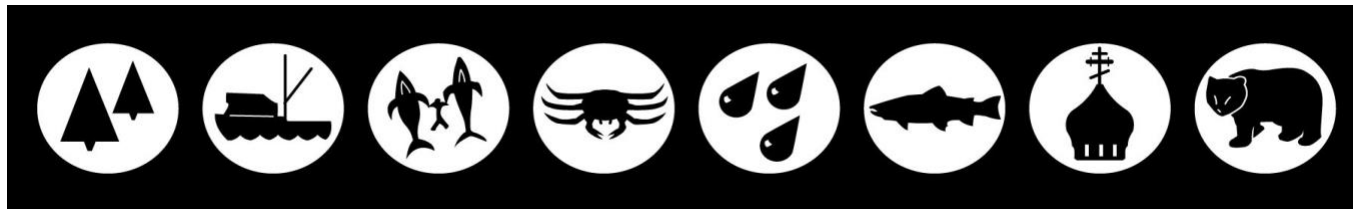
Pre-Referral Intervention

Each school has an MTSS process, which is managed by general education personnel to support the success of students in general education classrooms. One of the main purposes of MTSS is to identify and attempt interventions in general education classrooms to support students' access to general education curriculum and activities and their achievement of district standards. Only after general education resources have been exhausted is a student from MTSS to be referred for a special education evaluation. The intent of this pre-referral process is to ensure the team has afforded the student all appropriate interventions provided in the general education setting and to prevent the inappropriate referral of student to special education.

Referral

What is a referral?

A referral is a request for evaluation to determine if your child has a disability and may be eligible for special education services. When a team refers a student, they are saying that they suspect the student has a disability and needs specially designed instruction. When a referral is made, a specific timeline and process is followed.



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Who can make a referral?

Anyone who is involved with the child may make a referral when there is a suspected disability. A referral is usually made by the parent, teacher, school psychologist, counselor or doctor.

Once my child is referred, will my child then be evaluated?

District staff and parents will study existing information and school records, and may talk with others who know the student, including teachers, family, and health care providers. Input about the student at school, at home, and at play creates a more complete picture of the student's strengths and needs. After studying this information within a reasonable time, the district sends the parent written notice of whether or not an evaluation will be conducted. If the district recommends an evaluation of the student, the district must get the parent's written consent before the evaluation begins.

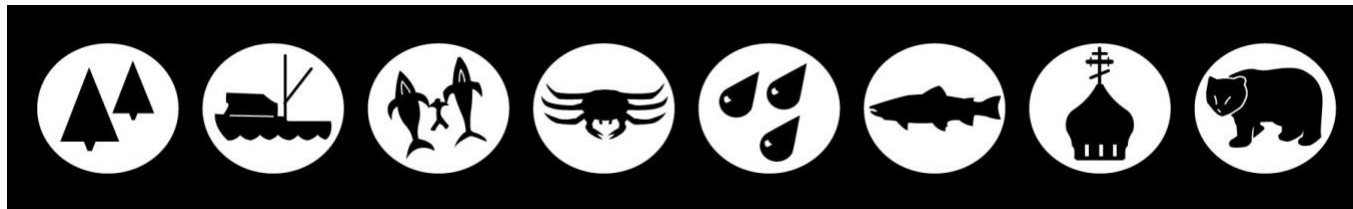
Special Education Criteria

Across the district, we provide a wide spectrum of service options for the students we serve. Special education provides supplemental services to students with special needs who meet three criteria:

- The student has a substantiated disability. This determination involves an evaluation process by a school-based team that also includes the parents.

Fourteen categories are currently in special education:

- Autism
- Cognitive Impairment
- Deafness
- Deaf and Blind
- Early Childhood Development Delay
- Emotional Disturbance
- Other Health Impaired
- Hearing Impairment
- Multiple Disabilities
- Orthopedic Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment



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- The disability adversely affects educational performance, and,
- The adverse effects of the disability cannot be addressed exclusively through general education classes, with or without individual accommodations. (There are some students with disabilities whose needs can be addressed through accommodations with general education. These children do not qualify for special education. Instead, an individual accommodation plan is developed for each such student. These plans are known as 504 plans and are required of all school districts under Section 504 of the Rehabilitation Act of 1973).

Once a child or young adult is identified as eligible for special education services, the school district and parent collaborate to develop an Individualized Education Program (IEP) which provides a free and appropriate public education that emphasized special education and related services designed to meet his or her unique needs and prepares the student for the transition from high school.

Special Education

Special education means specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability. Specially designed instruction means adapting content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access of the child to the general curriculum.

The KIBSD special education staff provides comprehensive educational services to all children who experience disabilities and have additional needs beyond those that can generally be met within the regular classroom program.

Children being referred for special education services or currently receiving services are protected by strict confidentiality procedures and additional procedural safeguards. A copy of the procedural safeguards can be found on the district website at www.kibsd.org or can be obtained at your child's school.

If you know a child who might need special education, please contact the special education services office at (907) 486-7574 so that we can assist you with the referral process.