

## **Hancock County Child Find Policy and Procedures**

In compliance with IDEA regulations, state and federal law, Hancock County Schools has established the following policies and procedures for Child Find purposes:

Hancock County Schools will assure that:

1. All youth with disabilities, including those attending private schools who are in need of special education and related services are identified, located and evaluated (34 CFR 300.125).
2. A practical method has been developed and implemented to determine which youth are currently receiving needed special education and related services (34 CFR 300.125).
3. This policy applies to highly mobile youth with disabilities and those suspected of having a disability under 34 CFR 300.7 and are in need of special education, even though they are advancing from grade to grade (34 CFR 300.125).

### Procedures

1. Hancock County Schools will maintain documentation of public awareness efforts for the availability of special education services within district jurisdiction, including private and religious schools. The Hancock County School District will provide annual notice to the public, all private and public schools via newspaper announcement and certified letters. This notice will be published and distributed (34 CFR 300.125).
2. All Kindergarten students, new enrollees and those who transfer with insufficient records into Hancock County Schools will receive screening services.
3. Screenings will occur within 45 days of enrollment.
4. Screenings will include academic, cognitive, vision, hearing, and communication, emotional and psychomotor areas.
5. If screenings show no concerns, related forms are filed with respective student records.
6. If screenings produce concerns, appropriate administrative actions are taken and may include a referral to the school level student support teams.
7. School level student support team activities include reviewing student records and consulting with the student's parents, teachers, school administration, and other appropriate staff to determine courses of action to assist the student to succeed in the general education program at Hancock County Schools – this may include but is not limited to referral for evaluation by special education staff.
8. The Special Education and Supports Office, Hancock County Schools will maintain documentation and report yearly the number of students by disability category who have been identified, located, and evaluated (34 CFR 300.125).
9. For students enrolled in private or religious schools, Hancock County Schools will consult yearly with those school staffs to determine the number of students identified, located, and evaluated, regardless of whether or not these students are receiving services (34 CFR 300.454).1000
10. Children participating in early intervention services through Babies Can't Wait who are expected to participate in preschool or Head Start programs for children with

disabilities will receive effective transition services including:

1. Transition conferences will occur for children between the ages of two years, six months (2.6) and two years, nine months (2.9).
  2. By a child's third birthday, educational plans will be developed and used to ensure a free and appropriate public education (34 CFR 300.132)
  3. For children who become three years old during the summer, a team will meet to determine the starting date for services, including eligibility for extended school year services (34 CFR 300.121).
11. Hancock County Schools will notify Babies Can't Wait within five business days of receipt of a concern about a child from birth to age two.
  12. For children in the two year, six-to-nine month age range referred to Hancock County Schools from the Babies Can't Wait Program, school staff will participate in the eligibility process.
  13. For eligible children in the two year, nine month to three year aged range, Hancock County Schools will participate in developing educational plans ensuring a free and appropriate public education, including consideration for extended school year by the child's third birthday.
  14. For children aged three to five years old, Hancock County Schools will screen and/or evaluate to determine special education and related services eligibility.