

Child Find Procedures KCA

Child Find is a program by the Michigan Department of Education (MDE), Kalamazoo Regional Educational Service Agency (KRESA) and local school districts including Kalamazoo Covenant Academy (KCA). Child Find requires districts to identify, locate and evaluate children (birth through age 26) with disabilities, including children who are homeless, wards of the state, migrants and those who attend private schools.

The primary purpose is to identify children who have a disability that affects his or her progress in the general education curriculum. This information is used to determine if the student is eligible for special education programs and services and to address the unique needs of the student.

KCA has a legal responsibility to provide a free and appropriate public education for all students with disabilities enrolled at KCA. KCA will provide information to persons with disabilities, their parents, and members of the community, about programs and opportunities, required under the law.

The special education instructor from KCA is appointed as the person(s) responsible for coordinating Child Find activities within KCA.

Any parent, physician, agency, or individual may refer a child to Child Find by written request or by contacting Mrs. Stacey Smith, 400 W Crosstown Parkway, Kalamazoo, MI 49001. Mrs. Smith can be reached at 269-888-2722 or ssmith@kcovenantacademy.org.

Written requests received at KCA will be date stamped by the office.

Within 10 school days of the received written request, KCA will respond to the request with a Prior Written Notice (PWN) statement. The PWN statement will include:

1. the action that KCA proposes or refuses to take,
2. an explanation of why KCA proposes or refuses action,
3. description of the evaluation data used to determine proposed or refused action,
4. description of other choices that the individualized education plan (IEP) team considered,
5. description of other reasons why KCA proposes or refuses the action,

6. and how a parent can obtain a copy of procedural safeguards.

Initial special education evaluations will be completed only after the written parental consent to evaluate is received.

Each student suspected of having a disability will be evaluated by a multidisciplinary evaluation team and will make a recommendation of eligibility. The team is comprised of certified, highly qualified staff, such as psychologists, social workers, and other ancillary staff. These evaluators will prepare a report to be presented to the IEP team by a team member who can explain the instructional implications of the evaluation results. The report shall include information needed by the IEP team to determine the eligibility of the student, the student's present level of academic achievement and functional performance, and any educational needs of the student. The evaluation will be completed and, if eligible, an offer of free and appropriate education (FAPE) will be provided within 30 school days from the date the written parental consent to evaluate is received.

If the child is eligible for special education, a program and/or services will be developed to meet the child's unique needs. Special Education services may include academic programs and/or ancillary support services. Ancillary services may include social work services, physical therapy, occupational therapy, and speech and language services. Consultation services from social workers, school psychologists, and teacher consultants for students with visual or hearing impairment, or autism, are available when needed.

Programs and services are dependent upon the individual needs of the student. Within seven (7) school days from the date of the IEP team meeting, KCA academy shall provide the parent with written notice of an offer of a FAPE or determination of ineligibility. The notice shall identify where the programs and services are to be provided and when the IEP begins. The parent has 10 school days after receipt of the notice of an initial offer of a FAPE to provide the public agency with written parental consent. KCA will implement the child's IEP within 15 school days from the receipt of consent, unless a later date is agreed upon by KCA and the parent. KCA will keep records documenting its compliance with all program requirements as identified in all rules and regulations. These services will be documented by the local special education instructor.

Additional information and details regarding Child Find and Special Education programs and services can be obtained by contacting Mrs. Stacey Smith, Supervisor of Academic Progress, Kalamazoo Covenant Academy; 400 W Crosstown Parkway Kalamazoo, MI 49001; 269-888-2722
ssmith@kcovenantacademy.org