OPERATING PROCEDURES

CHILD FIND DUTY

Kirbyville CISD **121905**

Template update October 2024

Legal Framework: CHILD FIND DUTY
Related Resources
Broad Category: CHILD FIND

PROCEDURES:

- The district annually notifies and informs the Kirbyville CISD community of a student's right to a free and appropriate public education, the right to request an evaluation for special education and related services, and the services available to eligible students by;
    - Publishing a Child Find notice in local news outlets (online, social media)
    - Posting a Child Find notice on the district's website and other media outlets
    - Placing Child Find notices in locations where potentially eligible children and their families are likely to see it, like childcare centers, private schools, community agencies, medical facilities, etc.
- The district's Child Find notice is included in the district's Student Handbook that is updated annually. Contact information is provided to obtain Child Find procedures. At the time of a student's placement in the disciplinary alternative education program (DAEP), the district provides information to the student's parent or legal guardian regarding the process for requesting a full and individual and initial evaluation (FIIE).
- Kirbyville CISD has at-risk coordinators at each campus that monitor student progress and addresses concerns with a campus-based team. The tiered interventionists progress monitor students as well and meet with teams to review data.
- The district offers annual training to teachers and staff regarding the district's responsibility to actively identify and appropriately refer for evaluation students suspected of needing special education and related services including making determinations for students with different cultural and linguistic backgrounds.
- The district uses multiple data sources to make referral determinations to negate the disproportionality in identification, placement, or discipline of students. Teachers and staff that provide intervention services to our students are trained in cultural and linguistic responsive practices.
- The district will provide Child Find notices to any residential facilities within its boundaries at least two times per year and offer services to eligible students with disabilities. 19 Texas Administrative Code (TAC) §89.1001.

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STAFF RESPONSIBLE:

District Level: Special Education Director/Assessment Staff

Campus Level: Campus Administrators/Counselors/Teachers/At-Risk Coordinators

TIMELINES FOR CHILD FIND ACTIVITIES:

- Public outreach (Fall/Spring)
- Staff training (Annually)
- On-going communication with families and community members through parent information events, media outlets, district website, etc.

EVIDENCE OF PRACTICE:

- Forms or checklists
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Media postings
- Public notices
- Agendas from meetings

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