

## Child Find Procedures with Virtual Arkansas Program

Child Find regulations address those **[general education]** “children who are suspected of being a child with a disability...and in need of special education, even though they are advancing from grade to grade...” 34 C.F.R. 300.111©

Virtual Arkansas (VA) general education teachers will conduct a Child Find meeting on Friday of each week to address individual student **concerns/questions/issues** of an academic and/or behavioral nature pertaining to one (1) Division of Youth Services (DYS) facility. Occasionally, Child Find on Students pertaining to two (2) facilities per week will be conducted. A list of all DYS students at the individual facility will be reviewed at each monthly meeting involving VA teachers for input and consideration.

Focus will be on both students in general education and those already identified as Special Education students. Input will be obtained from the VA general education teachers regarding various academic and behavioral **concerns/questions/issues**. This information will be put into an Excel spreadsheet for documentation of **concerns/questions/issues** as well as strategies/interventions/techniques that should be considered by both the VA teachers and the DYS Special Education (SPED) teachers.

One (1) Virtual Arkansas teacher will be designated as a liaison to each DYS facility to ensure that communication is made in a timely manner. The responsible VA teacher will then e-mail the list of students who are identified as exhibiting **concerns/questions/issues** inclusive of Excel spreadsheet to the assigned Special Education (SPED) teacher at the respective facility. Also, the Special Education Coordinator at DYS will receive a copy of the list of students who are identified with the academic and/or behavioral **concerns/questions/issues**. Again, this list may focus on Students who are already identified as being in Special Education but are exhibiting **concerns/questions/issues** that the VA teachers have observed.

This e-mail communication will allow for the Special Education teacher to review individual Student situations to ascertain 1) if he/she agrees or 2) if he/she identified another area of concern for the Student or 3) if he/she possibly identified a **general education** Student for consideration as observed within the DYS setting during VA instructional time. Both teachers will arrange/confirm a specific time to visit/discuss/address the specific Student(s) situation. Upon conclusion of the scheduled meeting (whether it occurs via ZOOM or phone), this will be documented and considered an official Child Find meeting held between Virtual Arkansas general education and DYS Special Education teachers.

The above process is not to delay any communication/discussion which already may occur through e-mail between the individual VA teacher(s) and the SPED teacher (or Education Coach) regarding the **concern/question/issue** of an individual Student. It is recognized that it is important/crucial for communication and discussion to occur in a timely manner and that such dialogue may occur between appropriate staff outside the formal Child Find process. Also, it is best practice for the Special Education teacher to be kept informed **if** an Education Coach brings a **question/concern/issue** to a Virtual Arkansas teacher regarding either a general or Special Education Student.

All Child Find efforts will occur monthly and are to be completed by the 5<sup>th</sup> of each month. The Special Education teacher at the individual facility level will be responsible for completing a Child Find report form and submitting to the DYS Special Education Coordinator by the 5<sup>th</sup> to document that a Child Find meeting was held. The report will describe the action(s) to be taken for the individual **general education** Student to address the original **question/concern/issue** brought to the Child Find process.