

**Holmdel Township Public Schools**  
**Required Procedures Under the Individuals with Disabilities Education Act Part B**

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**All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified and evaluated according N.J.A.C. 6A: 14-3.3.**

**Child Find Activities**

1. 1. Person(s) responsible to conduct child find activities are identified as follows:
  - 1.1. 1.1. The Assistant Superintendent for Administrative and Pupil Services through the basic child study team members (School Social Worker, School Psychologist and Learning Consultants).
  - 1.2. 1.2. The Assistant Superintendent for Administrative and Pupil Services through other staff members assigned to, or contracted by, the office of Administrative and Pupil Services (i.e., clerical staff, consultants, etc.).
2. 2. Child find activities shall be conducted for all children ages three (3) through twenty- one (21), who reside within the district.
  - 2.1. 2.1. All identified children shall meet the legal residency requirements.
  - 2.2. 2.2. Those children meeting the requirement of “alternating domicile” (Somerville v Manville Board of Education) shall be the responsibility of Holmdel Township Public Schools and the identified school district.
3. 3. Child find activities shall be conducted at least annually.

- 3.1. 3.1. Efforts to identify, locate, and evaluate all resident students with disabilities who may potentially be in need of special education and related services, including those student attending nonpublic schools shall be on-going however;
- 3.2. 3.2. During the first week in March of each school year, the office of Administrative and Pupil Services shall make public notice its effort to identify resident students who may potentially be in need of special education and related services as follows:
  - 3.2.1. 3.2.1. Distribution of flyers and brochures.
  - 3.2.2. 3.2.2. News media advertisements.
  - 3.2.3. 3.2.3. Other public notice conveyance that may be necessary.
4. 4. Child find activities (meetings, printed materials and/or public service announcements) shall be conducted in the native language of the population, as appropriate.
  - 4.1. 4.1. Prior to publication of flyers, brochures, news media advertisements and/or other public notice conveyance, the Assistant Superintendent for Administrative and Pupil Services shall review the district's annual language diversity survey to ensure that child find activities are conducted in the native language of the resident population, as appropriate.
5. 5. Child find activities shall address public and nonpublic students, including highly mobile students such as migrant and homeless students.
  - 5.1. 5.1. Child find activities for migrant and homeless school children shall provide for consultation with appropriate State and Monmouth County agencies and other representatives of migrant and homeless school children on how to carry out these activities.
    - 5.1.1. 5.1.1. The Assistant Superintendent for Administrative and Pupil Services shall, through the office of Administrative and Pupil Services, school social workers, identify and consult with appropriate State and Monmouth County agencies and forward to their attention sufficient distribution materials necessary to implement the child find process.

5.1.2. 5.1.2. The school social workers shall respond to all inquires for identification by verifying migrant or homeless status and proceeding with the required processing.

6. 6. Child find activities for nonpublic school students shall be comparable to activities conducted for public school students.

6.1. 6.1. Child find activities for nonpublic school children shall provide for consultation with appropriate representatives of the Monmouth/Ocean County Educational Services Commission and other representatives of nonpublic school students on how to carry out these activities.

6.1.1. 6.1.1. The Assistant Superintendent for Administrative and Pupil Services shall, through school social workers, identify and consult with the Monmouth County Educational Services Commission and forward to their attention sufficient distribution materials necessary to implement the child find process.

6.1.2. 6.1.2. The school social workers shall respond to all inquires for identification by verifying residency status and proceeding with the required processing.

7. 7. Child find activities shall include outreach to a variety of public and private agencies and individuals concerned with the welfare of students such as clinics, hospitals, physicians, social service agencies and welfare agencies.

7.1. 7.1. By the first week in March of each school year the Assistant Superintendent for Administrative and Pupil Services, through the school social workers shall ensure the following activities occur:

7.1.1. 7.1.1. Distribution of flyers to the parents of all students enrolled in the school district.

7.1.2. 7.1.2. Mailing to local pediatricians and clergy.

7.1.3. 7.1.3. Public service announcements in local newspapers.

7.1.4. 7.1.4. Distributions of child find flyers in supermarkets, convenience stores, shelters for the homeless, public and private social service agency locations, early intervention providers, and nursery schools.

**District Procedures for interventions in the general education program and referral to the child study team shall ensure that:**

- 8. 8. Criteria/steps for initiating interventions in the general education program and referral to the child study team are identified as follows:
  - 8.1. 8.1. The Assistant Superintendent for Administrative and Pupil Services shall develop guidelines and procedures for initiating interventions in the general education program and referral to the child study team (attached).
- 9. 9. Parents, teachers and other school professionals, as appropriate, are informed of the guidelines procedures to initiate interventions in the general education program and referral to the child study team.
  - 9.1. 9.1. The Assistant Superintendent for Administrative and Pupil Services shall ensure that upon initial approval of the Superintendent of Schools and each September thereafter the guidelines and procedures for intervention in the general education program and referral to the child study team are published and placed in the teacher handbooks for dissemination at the beginning of each school year.
    - 9.1.1. 9.1.1. It shall be the responsibility of the building principal to ensure that teachers and other school professionals are informed of, and understand, the guidelines and procedures for intervention in the general education program and referral to the child study team.
    - 9.1.2. 9.1.2. The Assistant Superintendent for Administrative and Pupil Services shall ensure that upon initial approval of the Superintendent of Schools and each September thereafter the guidelines and procedures are published and parents are informed of their availability for review through public notice conveyances such as the school calendar, student handbook and other media as appropriate.
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9.2. 9.2. The building principal and members of the child study team shall be made available to parents to ensure their understanding of the guidelines and procedures for initiating interventions in the general education program and referral to the child study team.

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10.10. Activities in place to determine whether the interventions are effective shall be as follows:

10.1. 10.1. The Assistant Superintendent for Administrative and Pupil Services shall develop guidelines and procedures for initiating interventions and criteria for determining their effectiveness in the general education program and referral to the child study team (attached).

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**District procedures for referral shall ensure that:**

11.11. Steps are in place to refer students after it has been determined that interventions in the general education program are not effective in alleviating the educational difficulties.

11.1. 11.1. The Assistant Superintendent for Administrative and Pupil Services shall develop guidelines and procedures for referral to the child study team after it has been determined that interventions in the general education program are not effective in alleviating the student's educational difficulties (attached).

12.12. Steps are in place to refer students directly to the child study team when warranted.

12.1. 12.1. The Assistant Superintendent for Administrative and Pupil Services shall develop guidelines and procedures for direct referral to the child study team when it can be documented that the nature of the student's educational difficulties is such that an evaluation to determine eligibility for special education services is warranted without delay (attached).

12.2. 12.2. The Pupil Assistance Committee, Clinic and/or agency may make a direct referral to the child study team by forwarding written notice of their intent to the office of Administrative and Pupil Services. Upon receipt, a

comprehensive evaluation plan conference shall be conducted within twenty calendar days of the receipt of the referral.

12.3. 12.3. A parent may make a direct referral to the child study team by forwarding written notice of their intent to the office of Administrative and Pupil Services. Upon receipt, a comprehensive evaluation plan conference shall be conducted within twenty calendar days of the receipt of the parental referral.

12.3.1. 12.3.1. School holidays shall not count as part of the twenty calendar days mandated to conduct a comprehensive evaluation plan conference.

12.3.2. 12.3.2. A parent request for a referral to the child study team received during the summer recess shall be considered a direct referral and the mandated comprehensive evaluation plan conference conducted within twenty calendar days of the receipt of the referral.

13. 13. Steps are in place to refer students who may be disabled but are advancing from grade to grade.

13.1. 13.1. The Assistant Superintendent for Administrative and Pupil Services shall develop guidelines and procedures for referral to the child study team students who may be disabled but advancing grade to grade (Section 504 or other Identified students (attached)).

14. 14. Steps for initiating a referral to the child study team by school personnel identify:

14.1. 14.1. The information/documentation of student performance required in the referral shall include, the following:

14.1.1. 14.1.1. Pre-assessment checklist and records review, work samples, functional assessments and screenings, parent reports, etc.

14.1.2. 14.1.2. Forms, if any, that are to be submitted by school personnel.

14.1.2.1. 14.1.2.1. See attached Pre-assessment checklist and records review.

14.1.3. 14.1.3. School personnel who are responsible to process referrals.

14.1.3.1. 14.1.3.1. The Pupil Assistance Committee Chairperson shall be responsible for processing referrals to the office of Administrative and Pupil Services.

14.1.4. 14.1.4. Timelines for processing referrals including the date that initiates the twenty (20) day timeline for conducting the referral/identification meeting shall be as follows:

14.1.4.1. 14.1.4.1. The Pupil Assistance Committee chairperson shall ensure that the request for a comprehensive child study team evaluation shall be forwarded to the office of Administrative and Pupil Services within three (3) working days of the Committee's decision that a comprehensive child study team evaluation is necessary to determine the specific nature of a student's learning difficulties.

14.1.4.2. 14.1.4.2. Concurrently, the chairperson of the Pupil Assistance Committee shall notify the student's parents, via telephone or conference, followed by written confirmation that a request has been made to the office of Administrative and Pupil Services for a comprehensive child study team evaluation.

14.1.4.3. 14.1.4.3. Upon receipt of the referral in the office of Administrative and Pupil Services, the child study team secretary shall date stamp the referral request.

14.1.4.4. 14.1.4.4. Parental request for referral to the child study team shall be processed in the same manner and within the same time period as a request from the Pupil Assistance Committee.

14.1.4.5. 14.1.4.5. Concurrently the referral will be posted in the referral reevaluation database.

14.1.4.6. 14.1.4.6. On the date of receipt of the referral in the office of Administrative and Pupil Services, the child study team secretary shall arrange a comprehensive evaluation plan conference to occur within twenty calendar days, consisting of the full child study team, referring teacher, parents, and other interested persons (i.e., advocate, referring agency, etc.).

14.1.4.7. 14.1.4.7. The required notifications shall be mailed within one working day from the receipt of the request for referral in the office of Administrative and Pupil Services.

14.1.4.7.1. 14.1.4.7.1. School Holidays shall not be included as part of the twenty (20) calendar day timeline.

14.1.4.7.2. 14.1.4.7.2. Requests for referrals received during the summer recess shall be processed within the twenty (20)-calendar day timeline, excluding school holidays (July 4<sup>th</sup>).

14.1.5. 14.1.5. The process for processing referrals received from parents shall be as follows:

14.1.5.1. 14.1.5.1. Parental request for referral to the child study team shall be processed in the same manner and within the same period as a request from a Pupil Assistance Committee.

14.1.6. 14.1.6. School personnel, parents and agencies shall be informed of referral procedures as follows:

14.1.6.1. 14.1.6.1. See 9.1 though and inclusive of 9.4 above.