

Masada Charter School
365 W. Cannon Avenue
Centennial Park, AZ 86021

Child Find Policy

1. Masada Charter will identify, locate, and evaluate all children with disabilities within the population we serve who are in need of special education and related services. For children aged 3 to 5, Masada will communicate and collaborate with Colorado Unified School District Child Find Team by sending one or more employees to serve on the child find team, and by using posters, flyers, and text messages to parents of child find clinic dates and times to make appointments.
2. Masada Child find will include all children suspected of having a disability even though they are advancing from grade to grade and highly mobile or of migrant families.
3. Masada Charter School will maintain a record of children who are receiving special education and related services.

Public Awareness

Masada Charter School will inform the general public and parents within its boundary of responsibility of special education services for students aged 3 through 21 and how to access those services, and information regarding early intervention services for children aged birth through 2 years.

1. Masada Charter School will establish, implement and disseminate written procedures for the identification and referral of all children with disabilities, birth through 21 years. Children birth through 2 years will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children 3 to 5 years who are suspected of a disability will be referred to Colorado City Unified Special Needs Preschool.
2. Masada Charter School will require all school-based staff to review the written procedures related to child identification and referral on an annual basis, and maintain documentation of the staff review.
3. Identification (screening for possible disabilities) will be completed at Masada Charter School within 45 calendar days after a student enrolls in any grade lacking appropriate records or screening, evaluation, progress in school, or after parent notification of developmental or educational concerns.
4. Masada Charter School screening procedures include vision and hearing status and consideration of the areas of a) Cognitive or academic b) Communication c) Motor d) Social or behavioral, and e) Adaptive development.
5. For a student transferring into Masada Charter School, staff will review enrollment data and educational performance in the prior school. If that student is not currently eligible for special education, but has a history of special education, or is progressing poorly, the student's name shall be referred to the Masada administrator and student study team for consideration of need for a referral for a full and individual evaluation or other services.
6. If a concern about a student is identified through screening procedures or review of records, the parents of the student will be notified of the concern within 10 school days and informed of Masada Charter School's procedures to follow-up on the student's needs.
7. Masada Charter School will maintain documentation of the identification procedures used, dates of entry into school, notification by parents of a concern, and the dates of screening. The dates shall be maintained in the student's permanent records.
8. If the screening indicates a possible disability, the name of the student will be submitted to the Masada student study team for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student.
9. If after consultation with the parent, Masada student study team determines that full and individual evaluation is not warranted, Masada Charter School will provide prior written notice and procedural safeguards notice to the parent in a timely manner.

ESS Confidentiality Policy

Masada Charter School will ensure protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by the agency.

Procedures

ACCESS RIGHTS

1) Masada Charter School will permit parents to inspect and review any education records relating to their children that are collected, maintained or used by the school under IDEA without unnecessary delay, and no more than 45 days after the request has been made, and before any IEP meeting, any hearing involving a due process complaint, a disciplinary hearing, or any resolution session.

2) The right to inspect and review education records includes:

- a) The right to a response from Masada Charter School to reasonable requests for explanations and interpretations of the records
- b) The right to request that Masada Charter School provide copies of the records if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
- c) The right to have a representative of the parent inspect and review the records.

3) Masada Charter School may presume that the parent has authority to inspect and review records relating to his or her child unless Masada Charter School has been advised to the contrary by legal proceeding involving guardianship, separation and divorce.

RECORD OF ACCESS

Masada Charter School will keep a record of parties obtain access to educational records collected, maintained or used under IDEA (except by parents and authorized employees of the school) including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

RECORDS ON MORE THAN ONE CHILD

If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child.

LISTS OF TYPES AND LOCATIONS OF INFORMATION

Masada Charter School will provide parents on request a list of the types and locations of educational records collected, maintained or used by the school.

FEES

Masada Charter School may charge a fee for copies of records that are made for parents if the fee does not effectively prevent the parents from exercising their right to inspect and review records, but will not charge a fee to search for or to retrieve information.

AMMENDMENT OF RECORDS AT PARENT'S REQUEST

A parent who believes that information in educational records collected, maintained, or used by Masada Charter School is inaccurate or misleading or violates the privacy or other rights of the child, may request the school to amend the information. Masada Charter School will decide whether to amend the information in accordance with the request in a reasonable period of time of receipt of the request, and if the school refuses to amend the information in accordance with the request, will inform the parent of the refusal and advise the parent of the right to a hearing.

OPPORTUNITY FOR A HEARING

Masada Charter School will on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

RESULT OF HEARING

- 1) If as a result of a hearing, Masada Charter School decides to amend information determined inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, the school will do so accordingly and so inform the parent in writing.
- 2) If, as a result of a hearing, Masada Charter School decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the child, it must inform the parent of the parent's right to place in the maintained records a statement commenting on the information or setting forth any reasons for disagreeing with the school's decision.

CONSENT

- 1) Parental consent will be obtained before personally identifiable information is disclosed to parties other than participating agencies, unless the information is contained in education records and the disclosure is authorized without parent consent under FERPA.
- 2) Parental consent will be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.
- 3) If a child is enrolled, or is going to enroll in a private school that is not located in the boundaries of the district of the parent's residence, parental consent will be obtained before any personally identifiable information about the child is released between officials in the district where the private school is located and officials in the district of the parent's residence.