

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Exec. Dir., Special Education

**Issue No:** 6

**Date:** 5/27/08

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**Reference:** 20 USC Section 1412(a)(3)  
(A-B);  
34 CFR Sections 300.111;  
EC 56205(a), 56301

**ARTICLE: 5.0 STUDENT PERSONNEL**

**5.12 SERVICES TO STUDENTS WITH  
DISABILITIES**

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**SECTION 5.12.3 Child Find**

**Pre-referral Intervention**

Student Study Teams (SST) are in place at all school sites in the Poway Unified School District. These teams are a function of general education and address individual student needs including academic, attendance, or behavioral difficulties and assist teachers/parents in identifying strategies or progress that may resolve or alleviate these difficulties. All children, including children who are homeless, wards of the State, and children attending private schools, regardless of the severity of their disability, who are in need of special education and related services are located, identified, and evaluated through this process.

The principal/designee at each school site is responsible for developing a Student Study Team which includes the following:

- A coordinator to establish procedures and set meeting times.
- Procedures for:
  - Contacting parents
  - Observing students in the problem setting
  - Collecting background information
  - Assisting parents/student to prepare for the meeting
  - Bringing in other school or appropriate personnel
  - Developing and maintaining record of recommended strategies for intervention.
- A discussion of the student's strengths, a description of the current problem, and a plan for resolution.

**Referrals for Individuals with Exceptional Needs**

After the resources of the general education program have been exhausted, the Student Study Team may refer the student for a formal assessment for special education if they believe that the student has a disability which requires special education and related services even though they are advancing grade to grade:

- All referrals must include a brief statement which outlines the reason for the referral and describes the general education resources considered and/or modified for use with the student with their effect.
- Within fifteen (15) days of receipt of a referral, the student's parent/guardian shall receive a notice of parental rights and a written proposed assessment plan explaining the types of assessments to be conducted. (Note: the 15-day period does not include days between student's regular school session or term or days of school vacation in excess of five school days.)

**SECTION 5.12.3 Child Find**

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- Informed parental consent must be obtained prior to any identification or evaluation of a student which means:
  - Parent/guardian has been fully informed of information relevant to the assessment including in his/her native language or other communication mode.
  - Parent/guardian understands that granting consent is voluntary and may be revoked at any time.
- Before entering kindergarten, children with disabilities who are in a preschool program shall be reassessed to determine if they still need special education and related services.

**Annual Notification to Parents/Guardians**

At least annually, the District publishes a notice in local newspapers regarding the referral and identification process for students with disabilities. They are provided with contact numbers to access services for students with disabilities in the local school district. This information is also posted on the District website.

In addition, the San Diego County Office of Education publishes an annual notice in the local San Diego area paper on behalf of the six SELPAs in San Diego County. Contact numbers to access services for students with disabilities are also provided.

Notices of educational rights as they relate to students with disabilities are disseminated in places where children receive services such as doctor's offices, social service agencies, shelters, etc.

Each student currently enrolled in the Poway Unified School District also receives an annual notification of student/parent rights which includes services to students with disabilities.

At least annually, the Superintendent/designee meets with the private schools in our area to review the referral process for students suspected of having disabilities requiring special education and related services.

**Management of Student Information Regarding Students with Exceptional Needs**

The Superintendent/designee will manage the student information system which documents students referred and identified to be in need of special education and related services. That information is verified at least annually through verification audits at each school site. A verification audit compares data in the Management Information System to the actual services delivered at the school sites.

The District submits a pupil count for special education to the California Department of Education in December of each school year with an end-of-the-year report submitted by June 30 of each year.