

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-9</b>
<b>Subject: CHILD FIND and COUNTY INDIVIDUALIZED EDUCATION PROGRAM (CIEP) Team</b>	<b>Date of Issue: 11/8/00</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended: 9-5-07</b>

I. Policy

II. Procedures

A. Definitions

1. Child Find - a central Individualized Education Program (IEP) Team responsible for the location, screening, and evaluation of students who may have an educational disability, age 3-5, and school-age students enrolled by their parents in private schools located within the county.
2. County Individualized Education Program (CIEP) Team – a central IEP Team responsible for the programming and placement of school-age students with disabilities who require special education and related services beyond what is available in the student’s home school.

B. County Individualized Education Program (CIEP) Team

The County Individualized Education Program (CIEP) team is responsible for the eligibility and placement process for students with disabilities who are not enrolled in FCPS, or students who attend a Frederick County public school and may require placement outside of the student’s home school. In keeping with least restrictive environment, it is the expectation that home schools will make every attempt to service students through the school IEP team process before referring a student to the County IEP team.

1. Required members of the CIEP team:

- a. Chairperson (as designated by the director of Special Education & Psychological Services)
- b. School psychologist
- c. Coordinator of special education
- d. Special educator
- e. Parents/guardians/surrogates (hereafter referred to as parents) must be invited and encouraged to participate as equal partners
- f. General educator (in the case of students who are accessing the general education curriculum)
- g. Building administrator or designee of referring school(s) when applicable

2. Additional members of the CIEP team may include:
  - a. Speech language pathologist
  - b. Related service providers
  - c. Psychologist who completed the student's assessment
  - d. Pupil personnel worker
  - e. Outside agency representatives, at parent request
  - f. Student (when determined appropriate by the parent in consultation with school personnel)
  - g. Others at the discretion of Frederick County Public Schools (FCPS) or the parent

#### C. The County IEP Referral Form

1. The CIEP referral form should only be initiated after the school has communicated with the appropriate special education coordinator and exhausted all available resources at the school level in an effort to educate the student in the least restrictive environment.
2. The CIEP referral form is to be completed and used for all referrals to the CIEP team.
3. Relevant items on the form must be completed, including **required signatures**. [The appropriate special education coordinator (or designee) must attend the School IEP team meeting when a referral to the CIEP team may be considered.]
4. Necessary documentation must be attached to this form.

#### D. Referral Process

1. The elementary and secondary special education coordinators accept referrals from the School IEP (SIEP) teams.
  - a. The SIEP team forwards the completed CIEP team referral packet, signed by the referring school principal, to the appropriate special education coordinator.
  - b. The coordinator reviews the referral packet for:
    - (1) Appropriateness of the referral
    - (2) Documentation of school-based alternative resources that have been implemented
    - (3) Completeness of information
    - (4) Inclusion of necessary documents

- c. If the referral packet is appropriate and complete, the coordinator will sign the referral form and forward the packet to the secretary responsible for scheduling County IEP team meetings.
  - d. If the referral is inappropriate and/or incomplete, the coordinator will return the referral packet to the referring school with recommendations.
2. The child find teacher specialist accepts referrals from parents and outside agencies for children, age 3-5. (Refer to Section III.)

#### E. Parent Notification

Parents will be invited to participate in the CIEP process.

1. School personnel will inform parents of the student's referral to the County IEP team via the school IEP process.
2. The Central Office of Special Education will inform parents in writing of the place, time and date of the County IEP team meeting. The notification must be given at least ten (10) days in advance of the meeting. Parents may waive their right to this ten (10) day notice.
3. County IEP team recommendations will be shared verbally at the close of each meeting. Parents will receive written notice of the proposed action within ten (10) days of the meeting and prior to implementation.

#### F. Record Keeping

1. The Office of Special Education will maintain a copy of the CIEP referral and the prior written notice to the parent regarding the team's decision.
2. All original records regarding a student will be maintained in the student's confidential file at the school. Duplicate records shall be destroyed.

#### G. Confidentiality

The County IEP Team shall follow the confidentiality policy of the Frederick County Public School system.

#### H. Resolving Disagreements

1. Parents are offered a copy of FCPS Procedural Safeguards, Parental Rights booklet at each IEP team meeting.
2. Should parents disagree with the recommendation(s) of the CIEP team, parents can contact the supervisor of special education to appeal the recommendation(s).

3. Requests for informal resolution, mediation, and/or due process will be mailed to parents by the Office of Special Education upon request, along with a copy of free or low cost legal services for assistance in understanding the special education process.
4. Complaints may be filed with the Assistant State Superintendent, Division of Special Education/Early Intervention Services, Maryland State Department of Education.

I. Other Agency Relationships

1. In cases where guardianship of the student resides with an agency, is shared with parents, or is in doubt, the school team will inform the appropriate agency and/or person(s) of the date, time, place and purpose of the CIEP team meeting at least ten (10) days in advance of the meeting.
2. Agencies having responsibility for returning students with special needs to the community will contact the home school to request an IEP team meeting (with the appropriate coordinator in attendance) to determine if the student's needs can be met at the school. Should the School IEP team determine that the school cannot meet the student's needs, the school will make a referral to the CIEP team.
3. When a student with special needs is placed in a residential treatment center by an agency, that agency will contact the appropriate special education coordinator who will schedule a CIEP team meeting.

J. Child Find

The Child Find Individualized Education Program team is responsible for the eligibility and placement process for students aged 2 years, 9 months, through kindergarten, who are not enrolled in FCPS.

1. Required members of the county team include:
  - a. Chairperson (as designated by the director of Special Education & Psychological Services)
  - b. School Psychologist
  - c. Early Childhood Teacher
  - d. Speech/Language Pathologist Or Special Education
  - e. Teacher
  - f. Parents/Guardians/Surrogates (hereafter referred to as parents) must be invited and encouraged to participated as equal partners
  - g. Building Administrator

2. Additional members of the county team may include:

- a. Speech Language Pathologist
- b. Related Service Providers
- c. Daycare Provider or Preschool Teacher
- d. Service Provider/Case Manager from Frederick County Infants & Toddlers Program
- e. Others at the discretion of Frederick County Public Schools (FCPS) or the Parent

3. Referral Process

The Child Find Office accepts referrals from the parents, medical providers, Frederick County Infants & Toddlers Program, and Head Start staff.

4. Parent Notification

Parents will be invited to participate in the Child Find process.

- a. The Child Find Office will inform parents in writing of the place, time, and date of the IEP team meeting. The notification must be given at least ten (10) days in advance of the meeting. Parents may waive their right to this ten (10) day notice.
- b. County IEP team recommendations will be verbally shared at the close of each meeting and in writing to provide prior written notice of the team's decision.

\*Cross reference:

Frederick County Public Schools website at [www.fcps.org](http://www.fcps.org)  
for a copy of the Division of Special Education/Early Intervention Services  
"Parental Rights –Maryland Procedural Safeguards Notice" at the following address:

<http://www.fcps.org/dept/specialed/Final%20Procedural%20Safeguards%20707.pdf>

Approved:

*original signed by*

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Linda D. Burgee  
Superintendent