

The Fayette School Department has the responsibility of identifying all children between the ages of 3 and 20 within its jurisdiction who may be exceptional students. This identification shall be accomplished through a unit-wide screening process which, while not a definitive or final judgment of a student's capabilities or exceptionality, is a possible indicator of special education needs. Final identification of exceptional students and programming for such students occurs only after an appropriate evaluation and a determination by the Pupil Evaluation Team. The Superintendent or his/her designee shall develop procedures in an effort to ensure that:

- A. All children between the ages of 3 and 20 who reside within the school unit and may be in need of special educational services are identified, located, and evaluated, whether those children live with their parents and attend any of the unit's public schools, are tuitioned out to schools in other units, or are state wards, state agency clients, or institutional residents as defined by the Maine Special Education Regulations.
- B. Screening and identification procedures are offered at public expense to children between the ages of 3 and 20 who reside within the school unit's geographic jurisdiction and attend private school at private expense. Annually a notice of this responsibility is published in a local newspaper.
- C. The screening and identification procedures employed comply with Maine and federal special education regulations. Annually, in the spring, a week of screening is scheduled for school aged children about to enter kindergarten. Throughout the year preschool children are referred through parents, physicians, or day care providers, and others through the Fayette School Department.
- D. If the screening and identification process indicates that an eligible student of school age may require special education and support services, the school unit shall refer that student to the Pupil Evaluation Team to determine the student's eligibility for special education services.
- E. A practical method is maintained for documenting which students are receiving needed special education and supportive services, and identifying any unmet needs. A data base is maintained in the office of the Superintendent of Schools and information is submitted annually to the Division of Special Education in compliance with all mandated reporting procedures.
- F. The public is informed of the school unit's responsibility to locate, evaluate, and identify all exceptional children, of what services are available in the school unit's special education program, and of who the contact person for the school unit is. This is done through public notices and parent forums.

G. Attempts are made to involve available local and regional agencies in the identification of children with unmet needs.

H. The principal shall ensure that student records are screened for special education needs by assigning a staff member to be responsible for reviewing the files and noting the screening results with a rubber stamp. This includes the records of all students transferring to the Fayette School Department.

Legal Reference: PL101-476, 300.220

Adopted: February 21, 1996