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Identification of English Language Learners (ELL) Coordinator

Name: Erik Toman
Title: K-8 Principal
Email: Etoman@k12.com
Physical Address: 38 S Peoria Street, Chicago, IL 60607
Phone - 312-267-4486

Identification of Section 504 Coordinator

Name: Elizabeth Wilcek
Title: SPED Case Manager/Teacher
Email: EWilcek@chicagovcs.org
Physical Address: 38 S Peoria Street, Chicago, IL 60607
Phone: 312-267-4486

Students in Temporary Living Situations Liaison

Name: Valerie Ruiz
Title: Operations Manager
Email: vruiz@k12.com
Physical Address: 38 S Peoria Street, Chicago, IL 60607
Phone: 312-267-4486

Identification of Foster Care Coordinator

Name: Valerie Ruiz
Title: Operations Manager
Email: vruiz@k12.com
Physical Address: 38 S Peoria Street, Chicago, IL 60607
Phone: 312-267-4486

Identification of American with Disabilities (ADA) Compliance Act Coordinator/Special Programs Manager

Name: Valerie Ruiz
Title: Operations Manager
Email: vruiz@k12.com
Physical Address: 38 S Peoria Street, Chicago, IL 60607
Phone: 312-267-4486

Request for Parent/Guardian Interpreter Services or Disability Accommodations

Professional interpreter services may be requested at any time for parents/guardians of students with disabilities by contacting Elizabeth Wicek at ewilcek@chicagovcs.org. Additionally, if any parent/guardian has a disability or other limitation that would impact their ability to participate fully in their child's educational planning process, Chicago Virtual Charter School would be happy to discuss accommodations that may be available in order to maximize the parent/guardian's participation. Individuals seeking to discuss accommodations for this reason may contact Angela Tucker at atucker@k12.com.

Procedural Safeguards

In accordance with the Individuals with Disabilities Education Act (IDEA) requirement that all educational agencies provide parents of students with disabilities notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations, please click [HERE \(http://cps.edu/SiteCollectionDocuments/ODLSSProceduralManualJuly.pdf\)](http://cps.edu/SiteCollectionDocuments/ODLSSProceduralManualJuly.pdf) to review the Procedural Safeguards Notice.

Annual Public Notice of Special Services & Programs

Child Find Screenings

The Chicago Public Schools citywide Child Find Screening Team provides free early childhood developmental screenings for children birth to 5 who reside within the boundaries of the city of Chicago. Developmental screenings can show you if your child is having difficulties with: cognitive/academic, communication, social-emotional, and fine/gross motor skills. A Hearing/vision screening is also available. Regional screenings are held monthly at several Chicago Public libraries across the city. No appointment is necessary for the regional screening locations.

Please see flyer for details.

[Regional Child Find Screening Team Schedule \[English\] - http://cps.edu/SiteCollectionDocuments/ChildFindScreeningSchedule_English.pdf](http://cps.edu/SiteCollectionDocuments/ChildFindScreeningSchedule_English.pdf)
[Regional Child Find Screening Team Schedule \[Spanish\] - http://cps.edu/SiteCollectionDocuments/ChildFindScreeningSchedule_Spanish.pdf](http://cps.edu/SiteCollectionDocuments/ChildFindScreeningSchedule_Spanish.pdf)

Consent for Evaluation

Chicago Virtual Charter School cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of a student's parents/legal guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at <http://cps.edu/SiteCollectionDocuments/ODLSSProceduralManualJuly.pdf>. Once written parental/guardian consent is obtained, Chicago Virtual Charter School will proceed with the evaluation process. If the parent disagrees with the evaluation results, the parent can request an independent education evaluation at public expense.

Special Education (IEP) or Service Agreements (504 Plans)

Once the evaluation process is completed, a team of qualified school personnel, parents/guardians, and other relevant service providers hold an evaluation determination meeting to come to agreement on whether the student meets eligibility for one of the disability categories under IDEA (<https://www.isbe.net/Pages/Special-Education-Parents-of-Students-with-Disabilities.aspx> for information related to eligibility criteria associated with the disability categories defined under IDEA). If the student is eligible and requires specially designed instruction, an Individualized Education Plan (IEP) will be coordinated; during which the IEP team will review and finalize the proposed details of an appropriate educational program to meet the student's documented needs.

For students confirmed to present with special education needs, once the IEP team agrees on the IEP and the student's educational placement, a Prior Written Notice (PWN) will be sent to the parent/guardian for signature. This must be signed and returned to SCHOOL. SCHOOL can only proceed with implementing the student's IEP (or 504 Plan) upon receipt of the signed PWN. Some students are found to present with one or more disability, but do not meet the eligibility criteria outlined under IDEA (special education); however their disability may still require Chicago Virtual Charter School to develop a 504 Service Agreement (504 Plan) to outline the special provisions a student may require for adaptations and/or accommodations in school-based instruction, facilities, and/or activities.

Students may be eligible to certain accommodations or services if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualify under the applicable laws. Chicago Virtual Charter School will ensure that qualified students with disabilities have equal opportunity to participate in the school program and activities to the maximum extent appropriate for each individual student. In compliance with applicable state and federal laws, Chicago Virtual Charter School will provide students with disabilities the necessary educational services and supports they require to access and benefit from their educational program. This is to be done without discrimination or out of pocket cost to the student or family for the essential supplementary aids, services or accommodations determined to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities and to the extent required by the laws. Click here (<https://www.isbe.net/Pages/Special-Education-Civil-Rights.aspx>) for more information related to Section 504 of the Rehabilitation Act of 1973.

Parents/Guardians have the right to revoke consent for services after initial placement. Please note, a revocation of consent removes the student from ALL special services and supports outlined on the IEP or 504 Plan.

Dispute Resolution/Formal Complaints - If you cannot work out disagreements or concerns with the IEP team or other District personnel, you have the right to elevate your concerns. A brief outline of the three formal processes is below:

- **Formal Mediation**

A process in which parents and school personnel try to settle disagreements with the help of a trained mediator provided by the Illinois State Board of Education (ISBE). Contact the ISBE mediation coordinator at 217-782-5589.

- **Formal Due Process Request**

A formal hearing process to settle disagreements between parents and schools. A due process hearing is

similar to a court of law and generally follows a formal process, with opening statements, cross examinations of witnesses, and closing statements. Parents must request a due process hearing with the Superintendent (CEO) of CPS in writing. A form is also available online.

- **Formal ISBE Complaint**

A written complaint about special education issues concerning a child (or children) filed with the Illinois State Board of Education that is investigated by a state-appointed employee with expertise in special education. Address complaints to: ISBE, Special Education Division, 100 N. First Street, Springfield, IL, 62777-0001 or 217-782-5589. A form is also available online.

Procedural Safeguards Resources Advocate List - [Click Here](#)

Guidelines for Choosing an Attorney for Special Education Representation – [Click Here](#)

Section 504 of the Rehabilitation Act of 1973 – For information about Section 504 of the Rehabilitation Act of 1972, please visit [CPS Americans with Disabilities and Section 504 policy](#), and State.