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### **English Language Learners (ELL) Coordinator**

Name: Lisa Lawrence

Email: [llawrence@arva.org](mailto:llawrence@arva.org)

Physical Address: 4702 West Commercial, Suite B3

North Little Rock, AR 72116

Phone: 501-664-4225

### **Identification of Section 504 Coordinator**

Name: April Walker

Email: [awalker@arva.org](mailto:awalker@arva.org)

Physical Address: 4702 West Commercial, Suite B3

North Little Rock, AR 72116

Phone: 501-664-4225

### **Homeless Liaison**

Name: Amanda Weaver

Email: [aweaver@arva.org](mailto:aweaver@arva.org)

Physical Address: 4702 West Commercial, Suite B3

North Little Rock, AR 72116

Phone: 501-664-4225

### **Foster Care Coordinator**

Name: Amanda Weaver, Foster Care Liaison Coordinator

Email: [aweaver@arva.org](mailto:aweaver@arva.org)

Physical Address: 4702 West Commercial, Suite B3

North Little Rock, AR 72116

Phone: 501-664-4225

### **American with Disabilities (ADA) Compliance Act Coordinator/Special Programs Manager**

Name: Sharese Cross, Special Programs Manager

Email: [scross@arva.org](mailto:scross@arva.org)

Physical Address: 4702 West Commercial, Suite B3

North Little Rock, AR 72116

Phone: 501-664-4225

### **Request for Parent/Guardian Interpreter Services or Disability Accommodations**

Professional interpreter services may be requested at any time for parents/guardians that wish to communicate in a language other than English. Individuals seeking to discuss accommodations for this reason may contact Sharese Cross at [scross@arva.org](mailto:scross@arva.org).

### **Procedural Safeguards**

In accordance with the Individuals with Disabilities Education Act (IDEA), it is a 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 \(https://sites.ed.gov/idea/files/modelform\\_Procedural\\_Safeguards\\_June\\_2009.pdf\)](https://sites.ed.gov/idea/files/modelform_Procedural_Safeguards_June_2009.pdf) to review the Procedural Safeguards Notice.

### **Annual Public Notice of Special Services & Programs**

In accordance with federal and state regulations, Arkansas Virtual Academy will provide an annual public notice to families informing them of Arkansas Virtual Academy's child find responsibilities, procedures involved in the identification of educational disabilities and determination of students' service and support needs. Information regarding Arkansas Virtual Academy's internal practices to comply with these will be available in ARVA's Student/Parent Handbook.

### **Child Find**

Arkansas Virtual Academy strives to identify, locate, and evaluate all enrolled children who may have disabilities. Disability, as stated in IDEA, includes such conditions as hearing, visual, speech, or language impairment, specific learning disability, emotional disturbance, cognitive disability, other health or physical impairment, autism, and traumatic brain injury. The process of identifying, locating, and evaluating these children is referred to as Child Find.

As a public school, we will respond vigorously to federal and state mandates requiring the provision of a Free Appropriate Public Education regardless of a child's disability or the severity of the disability. In order to comply with the Child Find requirements, ARVA will implement procedures to help ensure that all ARVA students with disabilities, regardless of the severity of their disability, who are in need of special education and related services—are identified, located, and evaluated—including students with disabilities who are homeless or students who are wards of the state.

Parent/Guardian permission and involvement is a vital piece in the process. Once a student has been identified as having a "suspected disability" or identified as having a disability, ARVA will ask the student or the student's Parent/Guardian for information needed to support the student.

### **Consent**

Arkansas Virtual Academy 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 the state website,

[https://arksped.k12.ar.us/rules\\_regs\\_08/RevisionstoRulesandRegulationJuly2010/YOUR%20RIGHTS%20UNDER%20THE%20IDEA.pdf](https://arksped.k12.ar.us/rules_regs_08/RevisionstoRulesandRegulationJuly2010/YOUR%20RIGHTS%20UNDER%20THE%20IDEA.pdf). Once written parental/guardian consent is obtained, ARVA 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 eligibility determination meeting to decide whether the student meets eligibility for one of the disability categories under IDEA or is eligible to be served with a plan under Section 504 of the Rehabilitation Act. (<http://www.arkansased.gov/divisions/learning-services/special-education/policy-regulations/eligibility-criteria-program-guidelines>) for information related to eligibility criteria associated with the disability categories defined under IDEA.

### **Privacy & Confidentiality**

To maintain privacy of students' special education records, both within its central office and across school systems and databases, Arkansas Virtual Academy follows protocols consistent with the federal regulations associated with the Family Educational Rights and Privacy Act (FERPA). Click (<http://www.arkansased.gov/divisions/research-and-technology/technology-initiatives-and-resources/data-privacy/resources-for-parents>) for additional information about the privacy and security guidelines for your child's educational records.

### **Accommodations**

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. Should you need further assistance or information regarding any of these accommodations, please contact Sharese Cross, Special Programs Manager at [scross@arva.org](mailto:scross@arva.org).

### **Translation Needs**

Click <https://translate.google.com/> to translate text to a language other than English.

### **Special Education Grievances or Disputes**

Arkansas Virtual Academy recognizes that despite best intentions of all parties, disagreements or miscommunications may arise between the school-based team and ARVA families or students. Parents and school districts are encouraged to work together to resolve issues regarding the educational services of a student with a disability. When concerns or disagreements regarding a student's educational services arise, it is helpful for the parent to immediately contact the student's Teacher, Principal, or the Special Programs Manager.

### **Dispute Resolution Options**

If the issue or concern is still not resolved, a parent may contact the Dispute Resolution Section (DRS) for assistance and to discuss the resources and administrative remedies available. The DRS works proactively with parents and districts to resolve issues at the lowest possible level. The Dispute Resolution Section (DRS) is responsible for managing the due process hearing system and the complaint investigation system, both of which are required by the Individuals with Disabilities Education Act (IDEA), as amended. Implementation of both systems is accomplished under Arkansas state rule, Special Education and Related Services: Procedural Requirements and Standards (Arkansas Department of Education, 2008). The DRS also provides oversight of the Arkansas Special Education Mediation Project (ASEMP) administered by the UALR Bowen School of Law Mediation Clinic. Click here (<http://www.arkansased.gov/divisions/learning-services/special-education/dispute-resolution>) for additional dispute resolution information.