

San Simon Exceptional Student Support Plan Protocols for In-Person Instruction & Evaluation

Purpose:

This program is designed to provide direct services to students who fall into a Tier III and II level of service as defined by Special Education teachers and related service providers. The main focus should be the students who are most in need of direct services while schools are on an “at home” learning model.

Selection of Students:

Special Education teachers and related service providers will organize their student caseloads into Tier Levels as determined by a student’s level of needed direct services. There are three different Tier levels:

- Tier I—minimum direct services required
- Tier II—a fair amount of direct services required
- Tier III—a large amount of direct services required

Once students are selected for in-person direct support, the Special Education teacher and related service providers will share his/her list with the superintendent and the Director of Special Projects.

Scheduling:

All related service providers will work through the Special Education Director/Teacher when it comes to scheduling students for in-person direct services. For students who only receive speech services, the speech team will schedule their students. If there is also a related service assigned to a speech student, the related service provider (O.T. & P.T.) will work with the speech team on scheduling their services.

With evaluations, providers need to work through the Special Education Director/Teacher to schedule those evaluations.

Student Waiver:

Before the student can attend, the parent/guardian must sign and return the waiver to the Special Education teacher and/or the related service provider. Once collected, the Special Education teacher will need to give the waiver(s) to the superintendent.

Drop-offs and Pick-ups of Students:

Please be very clear to the parents when the drop-off and pick-up times are at the school sites. Students will have to be cleared by school site personnel with their screening procedures to enter the campus. Students will be escorted by the Special Education teacher or assigned Sped staff to where the direct services will be provided. Students will also be escorted back to the pick-up areas. Students will not be left alone. Special education staff will stay with the student(s) until they are picked-up.

With evaluations, they will be performed at the District Office, unless other arrangements were made through the Special Education Director/Teacher. **Parents are not allowed on campus.**

Duration of Time of In-person Direct Services:

The duration of time a service will be provided is at the discretion of the Special Education teachers and/or related service providers pending approval through the Special Education Director/Teacher.

Direct Services:

These services are listed on students' IEPs and are connected to their IEP goals.

Procedures for Providing Direct Services and Evaluations:

- If a staff member and/or student is not feeling well, they will need to cancel and reschedule the direct services. If there are COVID concerns, please contact the superintendent for further advice and/or the Director of Special Services if an evaluation is at the District Office.

- Face covering **will be worn** when staff and/or students are within six feet of each other.

There are **exceptions for students only** that do not have the capacity to understand the reasons for wearing the face covering. If questions, please advise the Special Education Director.

- Social distancing needs to be practiced and when not possible for the delivery of services **face coverings need to be worn.**

- Continue to follow hand-washing policies and limit the touching of the face, when possible. Use sanitizer when hand-washing is not available.

- Once services are completed with student(s) (with district approved cleaners), clean tables, objects used by the student and staff, high traffic areas that were touched regularly.

- No more than 10 people (students and staff) in a room when providing direct services, unless approved by a site principal.