

<b>DEDHAM PUBLIC SCHOOLS</b>
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**PROTOCOL FOR SUBSTITUTES AND SPECIAL EDUCATION AIDES**

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**Criterion: OCR Resolution Agreement**

**To ensure the continuity of appropriate special education services, Dedham Public Schools has developed the following protocol:**

**-At least once every year, and whenever a new IEP is implemented, all special education teachers shall review each student's IEP for those students assigned to them with all general education teachers and specialists who work with the special needs students. A copy of the goals and accommodations will be given to every general education teacher who works directly with the student by the special education teacher.**

**-At least once every year, and whenever a 504 plan is implemented, the building principal and/or his/her designee shall review each student's 504 plan with teachers and specialists who provide services to these students. A copy of the accommodations for these 504 students will be given to every general education teacher who works directly with the student.**

**-All such special education teachers and building principals or their designees will maintain a current "substitute folder" in his/her desk or work area that will contain the names of all special education students, in the case of special educators, and 504 eligible students, in the case of building principals or designees, listed by period/class/block. Each student will also have a separate page with his/her name at the top, which will identify IEP information with respect to special education students, and all pertinent accommodations for 504 students.**

**- As stated above, all special education teachers (for special education students) and building principals or their designees (for 504 students) will review each student's plan with each aide who works with the student. A copy of the students' goals and accommodations will be provided to the aides when a review of this information occurs.**

**-Upon entering a school for a substitute assignment, the building administrator or office staff will specifically advise all substitute teachers that their assignments will include working with students who have special needs or have 504 eligibility, and that the confidential information that pertains to each of the students can be found in the "substitute's folder". Substitutes will be informed as to the location of this information and instructed to review this information prior to working with students.**