



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## Department of Special Education - Assessment Protocol

The Santa Monica-Malibu Unified School District has determined that special education assessments may be conducted in person by the District's assessment team.

To support our staff, students and families the following protocol has been developed.

All assessors must be trained in advance of beginning testing.

### Scheduling

- Two times will be available per testing area (up to 4 testing rooms or canopies shall be available).
- Each space will only hold one assessor.
- Start times will be staggered per room or canopy.(ex.Room1/Canopy 1 8:30-11:30, room 2/Canopy 2 8:45am-11:45, etc. then afternoon times Room 1/Canopy 1 12:30-2:30; Room 2/Canopy 2 12:45-2:45, etc.)
- Scheduling doc will be put in a Google Folder
- All assessors must sign up for an assessment time prior to meeting with a student.

### Prior to the day of testing

- 24 hours prior to the assessment the assessor sends the family the waiver
  - Waiver must be received by the assessor prior to moving on to the next step
  - Questionnaire needs to be completed by both parent and staff
  - Provider places waiver and questionnaires in Google Folder marked Assessment Waivers. A hard copy may be kept if unable to be loaded in folder.
  - The assessor uses the checklist to assessor for risk factors.
  - Testing materials will already be at testing hub.
  - Plexiglass will be set up.
  - PPE will be available- mask, clear face shield if needed.

### Day of testing

- All assessors and nurse must take their own temperature at temperature kiosk and they must complete their questionnaire and return to school/department. Temperature must be within normal range.
- If health assessment is required, student would see nurse first. She will complete the health assessment and make sure temperature is within normal range.
- If nurse is not there, assessor must read temperature from kiosk.
- Parent/Guardian must drop student at entry point.
- Parent/Guardian will sign student in.

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**Board of Education:** Oscar de la Torre • Craig Foster • Jon Kean • Maria Leon-Vazquez

Laurie Lieberman • Ralph Mechur • Dr. Richard Tahvildaran-Jesswein

**Superintendent:** Dr. Ben Drati



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- Parent/Guardian will go to outside waiting area.
- Assessor exits the testing center to meet the family in the entry point.
- Both assessor and student shall be wearing a mask. Parent/guardian shall wear a mask as well.
- Student is provided hand sanitizer.
- Student and staff walk to testing room or outside area under canopy.
- Assessor reviews the assessment process with the student and completes the assessment
- Assessor remains behind the plexiglass on the desk.
- Assessor provides student with testing booklet if necessary.
- Assessor provides regular breaks every 15 minutes
- At the students last break in assessment, the assessor notifies the parent that the anticipated end time of the assessment is \_\_\_\_\_.
- Student and staff will wash hands or use hand sanitizer before returning to parent/guardian.
- Assessor will walk student to parent and confirm next appointment and review process if needed.

### **After testing**

- The assessor will re-enter testing room and begin by wiping down all mobile equipment/devices used during assessment
- Assessor will then wipe/sanitize the divider, tables, chairs and any other furniture
- After every appointment, custodian will clean area.

\*If testing is done indoors, please use a large space such as the cafeteria, cafetorium, auditorium, MPR or large classroom

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