

# Procedures for School Based Therapy

## *Joint Educational Services in Special Education*

1. A student should already be eligible for Special Education before receiving related services or about to be referred for an initial evaluation. The Case Conference Committee determines how the impaired ability affects the student's educational performance or ability to function in the educational settings before he or she is referred for therapy.
2. School-Based Therapy is mainly intended for students with Emotional Disabilities (ED); however, students with a classification other than ED may have School-Based Therapy added to his or her IEP based on the student's needs related to their disability area. The therapist must be given some background information on the student to determine if School-Based Therapy is appropriate for the student. Examples would include a copy of a classroom observation, parent interview, or previous school records. An IEP/file review will also be conducted.
3. After the file review and discussion between the therapist and school personnel has occurred, and School-Based Therapy appears warranted, the therapist will either attend the conference or notify the TOR or case conference chairperson with the recommendation and feedback.
4. In order for the therapist to provide School Based Therapy, the student must have it written into his/her IEP under Related Services. School-Based Therapy is intended to support the behavior goals/provisions already written into the IEP by the TOR.

### **Administrative Guidelines for School Based Therapy**

The School Based Therapist will make every effort to meet therapy requirements as stated in the student's IEP; however, events that are both scheduled and unscheduled may interfere with routine therapy sessions. To provide consistency in handling such situations, JESSE will support the following recommendations:

- When school is cancelled due to inclement weather, attempts will be made to make up missed therapy sessions during the school year.
- If the therapist is absent due to illness or personal business, minutes will be added to the next sessions to make up the time.

- When a student is absent, therapy will not be made up unless the student's absences extend past two scheduled sessions during one illness. After two missed sessions or an extended illness, reasonable attempts will be made to make up therapy time.
- Therapist will always give regular therapy sessions priority over case conferences, unless attendance at a case conference is essential as determined by the therapist, staff, and parent request.
- When a therapist must attend a case conference, arrangements will be made to make up any missed therapy sessions.
- The therapist assigned to the building will be the one who works with the students in that building.

Consultation by other team members may be done if necessary.

**School Based Therapists by Partnering School Corporation:**

Connie Erickson-Loucks

Ashley McCallum

Plymouth  
John Glenn  
Oregon-Davis  
Union North  
SAVE classroom

Argos  
Triton  
Culver  
North Judson  
Knox  
SAVE classroom