

Paraprofessional Escalation Protocol: 2022 Summer Rising

Points of Contact for a Paraprofessional in Need of Support

The on-site nurse will be the paraprofessional's point of contact for health-related support. The points of contact for non-health related paraprofessional support are outlined in the chart below.

Instructions for collaborating with the nurse to ensure paraprofessionals receive required health training before serving a student with health needs are in the Summer Rising 2022 Collaborative Planning Tool.

Points of Contact Priority List

- *First priority*
 - Teacher
- *If teacher is not available...*
 - Principal-in-charge, assistant principal (AP), or DOE-designated site supervisor
- *If principal-in-charge, AP, or site supervisor is not onsite...*
 - CBO program director or assistant program director

Communication Protocols

Communication Protocols Between Families, Programs, and Paraprofessionals

Student in a Summer Rising enrichment program does not already have a paraprofessional recommended on their 2022 Summer Rising Accommodation Plan but the CBO/Summer Rising site determines that more supervision/assistance is required

- CBO staff speak with the principal-in-charge of the Summer Rising site.
- Principal-in-charge of Summer Rising site will immediately follow the [existing guidance](#) accommodations, including a paraprofessional, are appropriate, in consultation with the family. If warranted, a [2022 Summer Rising Accommodation Plan](#) or updated and a paraprofessional will be staffed by the Summer Rising principal-in-charge.
- Note: During the period when accommodations are being considered, any paraprofessionals currently supporting the Summer Rising program can provide supports to the student who may need additional supervision/assistance, as long as students with IEPs or 504 needs receive the appropriate amount of support. If staffing support is needed, the CBO should connect with the principal-in-charge of the Summer Rising site, who should request staffing support from the Borough/Citywide Office until the accommodation can be considered and a paraprofessional can be arranged.

2022 Summer Rising Accommodation Plan recommends a paraprofessional for a student but the Summer Rising site has not yet hired one

- Summer Rising site must hire a paraprofessional for the time frame in which the support is needed. Follow the [existing guidance](#) for information.

Student absence

- The principal-in-charge or AP site supervisor will inform the CBO program leader
- The principal-in-charge or designee will inform the paraprofessional
- The paraprofessional must support Summer Rising DOE- and CBO-led activities for that day, which can include:
 - Supporting students with DOE instructional activities and CBO-led enrichment activities

- Supporting teachers and site supervisors in maintaining outreach with families and providing updates regarding engagement and participation in DOE instructional and CBO-led enrichment activities.
- Other duties and responsibilities that the program may require in accordance with the UFT Collective Bargaining Agreement.

The student no longer attends the Summer Rising program

- The family will call the Summer Rising program or the student stops attending and does not re-start
- The principal-in-charge or AP site supervisor will inform the CBO program leader
- The principal-in-charge or AP site supervisor will inform the paraprofessional
- The paraprofessional must support Summer Rising DOE- and CBO-led activities, which can include:
 - Supporting students with DOE instructional activities and CBO-led enrichment activities
 - Supporting teachers and site supervisors in maintaining outreach with families and providing updates regarding engagement and participation in DOE instructional and CBO-led enrichment activities.
 - Other duties and responsibilities that the program may require in accordance with the UFT Collective Bargaining Agreement.

Paraprofessional absence

- The paraprofessional will call the Summer Rising program.
- The principal-in-charge, AP, or site supervisor will identify a substitute paraprofessional for 8am-3pm through sub central.
- The principal-in-charge, AP, or site supervisor will assign a staff member to cover the absent paraprofessional for after 3pm portion of the day or can contact their BCO for additional staffing support.
- The principal-in-charge, AP, or site supervisor will ensure that the IEP or 504 Plan of a student to whom the paraprofessional is assigned is reviewed with the paraprofessional and that their responsibilities are explained.
- The principal-in-charge, AP site supervisor, or designee will notify the family.

Student Injured, Disciplinary Issues, or Other Incidents – Additional Guidance Forthcoming