



## Turning Pointe Autism Foundation Visitor Policy and Procedures

Turning Pointe encourages and welcomes a collaborative team environment to benefit our students, staff and families. Access to classrooms and school personnel is permitted in limited situations by 105 ILCS 5/14-8.02(g-5), as amended. Visits will have a legitimate purpose and will not interfere with continuity of instruction. The following procedures apply to, but are not limited to, parents/guardians, and qualified professionals retained by and/or on behalf of the parent/guardians and/or serving home school district. A *qualified professional* means "an individual who holds credentials to evaluate the child in the domain(s) for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate." To limit disruption of the daily schedule for staff and students, protocols for visits are essential to promote our end goal of collaboration. Turning Pointe will allow for visitation at any time, with or without prior notice, by personnel from the State Board of Education or the school district of residence of any enrolled student, as required by 23 Illinois Administrative Code 401.220(f).

*Procedures and guidelines are below. Visitors will:*

- Complete the visitor request form and obtain permission in advance. Appropriate notice allows for our team to ensure that adequate time is allotted for the visit and for the scheduling of additional meeting times if necessary.
- Sign in at the front desk and will be provided with instructions and an escort if necessary. Identification may be required.
- Sign out at the front desk upon departure.
- Comply with all school policies and procedures, including but not limited to school safety, security, and visitation.
- Comply with privacy laws, including but not limited to: those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, and their respective regulations.
- Respect/Not disrupt the educational process including but not limited to: the operations of the school, school and classroom instruction, school and classroom activities, and/or school personnel.
- Not compromise the safety of student and/or staff.
- Agree to hold harmless and indemnify the Turning Pointe Autism Foundation, its directors, officers, employees and agents against any and all claims and actions arising out of the Visitors(s) presence within the Foundation's facilities, classrooms and buildings, including, without limitation, expenses, judgments, claims, causes of action, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising.
- Be scheduled for up to 60 minutes per visit at discretion of administration.

*In addition,*

- Qualified professionals may consult on specific items presented in the agenda pertaining directly to the student's IEP and the collaborative role between the provider and the staff members directly associated with that provider's area of expertise.
- Parent/guardian visitors will be afforded reasonable access as described above for the purpose of: observing his/her child in the child's current educational placement, services, or program, or visiting an educational placement or program proposed for the child by the IEP team

- If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, the independent educational evaluator or qualified professional will be provided reasonable access for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. An independent educational evaluator or qualified professional may bring and use reasonable testing or assessment materials. Audio and/or video recording devices (including but not limited to tape recorders, video cameras, computers with recording capabilities, and picture phones) are prohibited, unless deemed necessary and appropriate by the student's IEP team.
- If the visitor violates any policy or procedure or interferes with a school activity or duties of school personnel, Administration may direct the visitor's immediate removal from school grounds.
- Before the visit, any visitor must acknowledge that he or she is obligated to honor all students' confidentiality rights and refrain from any re-disclosure of information.
- Administration will attempt to arrange the visit(s) at times that are mutually agreeable. Administration or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
- In the event of a circumstance necessitating more immediate attention and/or more time for the visit, special arrangements may be made at the discretion of administration.

*\*Please know that we are committed to provide our families with the best means of obtaining and sharing information. General allotted times for meetings with Turning Pointe staff are 7:45-9:00am and 2:30-4:00pm M-TH, if a meeting is requested following a visit. As we grow and service an increasing number of students, it is necessary for us to ensure that meetings are as efficient and productive as possible. Thank you in advance for assisting us in working to better meet your student's specific needs and partnering with you in achieving the highest level of quality and collaboration between parents and your student's school team. Completing the following form allows us to ensure the proper staff personnel are present for the visit/meeting and that we are prepared to provide any information that will enhance the collaboration for the student's needs.*