

Visitation and Observation Policy and Procedures

Our goal is to provide the best evidence-based treatment for each child with a minimum of disruption to treatment. Thank you in advance for your compliance and understanding with our visitation and observation policy. *We do recognize, however, that individual circumstances may necessitate reasonable modification of these policies and procedures.*

1. A student's legal guardian/parent/surrogate may visit and observe his/her child at school 6 times each year, with no more than 1 visit per month. Each visit and observation may last up to a maximum of 30 minutes. Observations are considered a separate activity from parent training but may be scheduled in coordination with each other.
2. The Site Coordinator and Clinical Supervisor must be provided at least 1 week's advance written notice of request for a visit/observation. The Site Coordinator may grant exceptions to this policy under special circumstances.
3. The Site Coordinator and Clinical Supervisor must approve the date and time of the visit/observation. Kendall School administration reserves the right to reschedule the visitation.
4. Each visitor/observer must check in with the Site Coordinator before the commencement of each visit/observation. Each visit will be attended by a member of the Clinical Staff.
5. All visitors must register. Visitors shall, upon request, furnish the administrator or designee with the following information:
 - a. Name, address & occupation
 - b. Age, if less than 21
 - c. Purpose for entering the school/clinic
 - d. Proof of identity
 - e. Other information consistent with the provision of law
6. The Site Coordinator or designee may refuse to allow any visitor if it has been reasonably concluded that the visitor's presence or actions would disrupt the school, students or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The Site Coordinator or designee may revoke a visitor's privileges if there is a reasonable basis for concluding that the visitor's presence on the clinic/school grounds would interfere or is

interfering with the peaceful conduct of activities or would disrupt or is disrupting children and staff activities.

7. Each visitor/observer is limited to a thirty (30) minute visit/observation. A Clinical member must be present during the duration of the visitation.
8. The behavior of each visitor/observer, during a school visitation must be supportive of the classroom or clinical environment, e.g. no cell phones and no conversations with staff or children. The visitor/observer must not alter or interfere with the observed child's treatment session.
9. No electronic listening or recording device may be used by visitors without the Site Coordinator and Director's permission.
10. Visitation/observations by advocates/attorneys must be arranged through the School District/SELPA funding the program. Time to observe will be set up directly through the school representative and will be accompanied by a school district and/or regional center representative, and an administrator of The Kendall School. In addition, parents must provide written permission for the advocate or attorney to observe.
11. If a parent or advocate has filed a formal complaint with either funding agency or a state/federal department about the program then an observation by that parent/advocate/attorney may require the presence of The Kendall School/Therapeutic Pathways' legal counsel as well.