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ADAMS WELLS SPECIAL SERVICES COOPERATIVE

INDEPENDENT CONSULTANTS (Not Hired by the School District or Cooperative) Administrative Guidelines and Procedures

Administrative Guidelines:

Independent Consultants may be invited to case conference committee or team meetings by a parent if they have knowledge or special expertise about the student. As with all case conference committee participants, consideration will be given to the suggestions provided by such an Independent Consultant.

Procedures:

1. If an Independent Consultant is invited to a case conference committee or team meeting, the teacher of record will inform the Director of Special Education.
2. An Independent Consultant will not be allowed in general or special education classrooms or other areas where instruction or the provision of related services occur unless specifically permitted in a student's IEP.
3. An Independent Consultant will not be allowed to work with a student during the school day unless specifically permitted in the student's IEP.
4. If a parent requests that School staff meet with an Independent Consultant outside of a case conference committee or team meeting, the meeting will take place at the School and be held at a mutually agreed upon time. The student's teacher of record and an administrator (or his/her designee) will also be present.
5. Videotaping in the general or special education classroom or other areas where instruction or the provision of related services occur will not be allowed in accordance with local policy.
6. This policy does not apply to an Independent Educational Evaluation (or IEE) to the extent that the School's prior evaluation was conducted in one of the locations specified above and the Independent Evaluator needs to visit the same location in order for the IEE to be completed under the same criteria.