



The Richardson School

A MyPath Company

Bobcat Camp Family Handbook

Home of the Bobcats

The Richardson School Camper and Family Handbook

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The Richardson School Camper and Family Handbook Welcome

Greetings!

On behalf of the entire Richardson School staff, I would like to welcome your family to Bobcat Camp!

The information contained in this handbook serves as a resource to campers and families regarding policies and procedures.

Please know that as part of the new Adobe Sign Registration Process, you will electronically sign off that you have received the information contained in this handbook.

We look forward to working with your camper.

Best Regards,

A handwritten signature in black ink, appearing to read "K Silkey". The signature is written in a cursive, flowing style.

Kevin Silkey
Executive Director
The Richardson School

The Richardson School Camper and Family Handbook

What to Expect

What to Expect

Personal Items

In general, campers do not need to bring any other items with them to camp, unless it is related to scheduled activities. Understanding that campers may travel for a period of time while being transported to and from camp, it is sometimes helpful to have items in their possession to use during the transportation time. Permissible items may include books, mechanical devices/equipment used to listen to music, and video games. If such items are used, they will be checked in upon arrival to the school. Items will be kept locked and secure until the end of the camp day, when they will be returned to the camper for use during transportation home.

Backpacks are generally not needed for camp. If backpacks are brought, they will be screened and checked in at the door and stored until the camp day is over. They will be given back to the camper at the end of the camp day to take home.

Electronic devices are not to be brought to camp. This does not apply to certain communication devices or other necessary equipment related to the camper's needs or learning modalities.

Campers should not bring valuable items to camp. The Richardson School will not be responsible for damage or loss of any personal items including but not limited to bags, coats, hats, gloves, clothing or other personal items brought during the day. Please label these items with your child's initials or name.

Campers are not allowed to borrow, trade or "steal" items belonging to another camper, or to The Richardson School.

Dress Code

Campers attending The Richardson School are asked to dress in casual and comfortable clothing, appropriate to camp, in good condition, and clothing that is weather appropriate. If a camper has the potential to need a change of clothes during the day because of feeding or toileting issues, the parents should send an extra change of clothing to camp. If a camper needs to utilize this clothing, the soiled clothes will be bagged and sent home with them for laundering.

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What to Expect

Campers attending The Richardson School must follow the dress code:

- Coats, jackets, and other outerwear garments may not be worn during the school day.
- Head adornments including but not limited to hoods, combs, picks, bandanas, scarves, and do-rags may not be worn in the building before, during, or after school.
- Shoes must be worn in the building at all times. Slippers are not to be worn.
- Shirts or blouses that are sheer, overly revealing in front, back or sides, or low-cut including, but not limited to, tube tops, halter tops, and tops with spaghetti straps may not be worn.
- Midriff, back, and cleavage may not show, and the top should meet the tops of the student's pants, skirt, or shorts when sitting.
- Ribbed tank tops or so-called "wife-beater" shirts are not permitted.
- Pants that are torn, frayed, or have large holes in them are not allowed.
- Both pant legs must be worn down at all times.
- Pants that are extra-large or oversized and hang below the waist must be worn with a belt that fits at the hips.
- Boxer shorts and undergarments should not be exposed.
- Clothing that is too tight or excessively short will not be permitted.
- Gang-related words, symbols, pictures, colors, signals, signs, or bandanas will not be permitted.
- Jewelry that poses safety problems or could damage school property will not be permitted.
- Any article of clothing that contains expressions that are obscene, profane, pornographic, represent illegal behavior, demean race, religion, sex, ethnicity, or advocate pain, death, suicide, or drug/alcohol/tobacco use is prohibited.

Hot Lunch Program

Hot Lunch and 1-2 snacks are provided by The Richardson School for campers free of charge. Campers should not bring lunch unless pre-authorized by Administration. A monthly lunch menu is available to be sent home.

TRS is supporting campers that have mild to severe allergies. As a precautionary measure, **no peanuts or tree nuts or products containing peanuts or tree nuts may be brought into the school.** If your camper has a prescribed or recommended dietary restriction that pre-approves them to bring in a lunch instead of having the free hot lunch served on site, please know that these items will be searched daily. If an item contains nuts or nut products it will be removed and returned home at the end of the day. TRS will do our best to provide an alternative product. In addition, please do not send food in glass containers, as it is a safety hazard.

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Transportation

Transportation

Transportation to and from school

Transportation for campers attending Bobcat Camp is arranged for and provided by the parents. Campers attending Camp are to be dropped off and picked up at the designated area of the building.

Camp Arrival and Drop Off:

The camp day runs from **9:00 AM to 3:00 PM** Monday through Friday.

Campers are to be picked up at 3:00 PM. These times need to be adhered to unless special circumstances exist, and prior approval is given for an alternative respite schedule.

Doors open at 8:55 AM. Campers are greeted at their vehicles by staff members. A staff member will ensure they get to their assigned classroom. At the end of the camp day, a staff member ensures they safely transition onto their transportation vehicle to return home.

Upon entry to and while in the school buildings, students will have their temperatures screened and checked. Any individual with a temperature at or above 100.0 degrees, or who displays other COVID-19 symptoms as defined by the CDC at arrival or during the day, will be required to leave and follow CDC guidelines for quarantine before returning to school. (See p. 7 Health and Safety below for more information.)

Campers may be subject to search related to potential contraband and unsafe items. This search may include, but is not limited to, a search of personal belongings, being asked to empty pockets, show staff their shoes and socks, etc. Any contraband brought in by a camper will be confiscated, and the parent/guardian will be called to notify them that contraband was found. If the parent/guardian wants the item returned, it is their responsibility to retrieve it from the Richardson School office. If contraband becomes a consistent problem, it may jeopardize the camper's continued attendance.

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Technology

Technology

Cell Phones

For safety and privacy reasons, cell phones are not allowed during camp hours. Campers may NOT bring cell phones to camp, unless there is a significant reason this needs to occur. If a camper brings a cell phone, it will be checked in until the end of the camp day.

Technology Use

As a user of technology everything one does leaves a digital footprint. This policy will guide you how to use technology responsibly. Choose wisely and think before you act. Bobcat Study students will be able to access and use district provided technology to support their virtual learning. Personal electronic devices include, but are not limited to, tablets, cell phones, gaming systems, smart watches and personal computers will be checked in until the end of the day.

Use of technology in a fashion other than directed by the staff or administration of The Richardson School is strictly prohibited. Campers who do not follow the guidelines for appropriate use as outlined in the Responsible Use Technology policy (see p. 18 below) may have their privileges revoked for an amount of time that The Richardson School Administration deems appropriate.

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Camp and Parent Communication

Camp and Parent Communication

Daily Communication Form

In general, TRS staff will communicate with parents via the Daily Communication Form. Campers are not allowed to call home during the day. Any requests or needs of a camper will be handled through The Richardson School Administration. The Richardson School will work with the parents and families regarding the best means to communicate i.e. phone or email.

All students attending Bobcat Study will also receive a Daily Communication Form which summarizes the day's activities and speaks to their engagement/participation. As TRS is the facilitator of academics and not the instructors, any questions regarding academics will be directed back to the student's district.

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Health and Safety

Health and Safety

General Contact Information and/or Medical Changes

If your child has had any changes in health history or medical updates, or if there are any phone number, address, email or emergency contact information changes, please contact the office to ensure we have the most updated information.

Illness/Camper Absences

If a camper is going to be absent, it is the parent/guardian's responsibility to notify The Richardson School.

While The Richardson School encourages consistent attendance, there will be times when children will miss camp because of illness. Parents are asked to keep their child home if any of the following conditions are present:

- A fever of 100 or higher or chills
- Multiple instances of vomiting or vomiting paired with another symptom
- Sore throat accompanied by fever or other symptoms such as swollen, tender glands in the neck, body aches, fatigue or rash
- If the student is lethargic, complains of feeling sick/body aches and cannot participate in routine school activities
- Multiple or prolonged episodes of diarrhea
- Cough
- Headache
- Congestion or runny nose
- New loss of taste or smell
- Shortness of breath or difficulty breathing, not related to allergies, asthma, weather or increased activity
- Been in contact with someone confirmed or suspected of having COVID-19 within the last 14 days.
- Please reference the CDC website for updated COVID-19 related symptoms

If any of these symptoms occur while the individual is in camp, the parents will be called to pick up the camper.

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Health and Safety

Per CDC guidelines, criteria for safely returning to school include that:

- Students placed on antibiotic therapy for bacterial conditions such as strep throat or pink eye must be on medication for at least 24 hours before returning to school
- Students must be fever free for at least 24 hours **without** the use of medicine that reduces fevers
AND
- Other symptoms have improved
AND
- At least 10 days have passed since student's symptoms first appeared.
- Please reference the CDC website for guidance regarding testing and back to school options.

Heat-Related Schedule Changes

The Richardson School and Bobcat Camp follows its Heat Advisory Procedure which may limit or change the camp schedule for the day. Children, people taking medications and people with disabilities are at a higher risk for developing heat-related problems. Therefore, these precautions must be observed. You will be notified on the daily communication log if any schedule changes have occurred. TRS staff will plan alternate activities in the case of heat-related schedule changes.

Medication Practices

If a camper needs to take medication during school hours, The Richardson School must have a completed and signed Physician's Authorization for Medication Administration form.

Prescribed oral medication must be brought from home, a week's supply at a time. It must be in the original container with a pharmacy label that indicates the prescribing physician, the student's name, the name of the medication and the correct, current dosage, and the time and quantity to be given. A parent's or guardian's written instructions cannot be accepted.

Medication will be administered as close to the time prescribed as possible, but within a one-hour window.

Oral medications will be passed by certified staff. Each student taking medication will have a Medication Administration Record (MAR). This will be kept in the individual student file.

Oral medications will be kept in a secure locked box/cabinet. Only authorized staff will have access to these medications.

The Richardson School is no longer able to provide over the counter medication. Many of the reasons for use of OTC medication include treating symptoms identified by the CDC as potential COVID-19 related. The Richardson School encourages all parents to keep children home if they are ill or suspect illness especially related to symptoms defined by the CDC as having potential for COVID-19. It is very important, if you pass OTC medication at home, please contact us PRIOR to sending your child to camp so we are aware of the reasons and symptoms.

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Health and Safety

The Richardson School has enhanced personal hygiene practices upon entry to and while in the school buildings all staff, campers and visitors will be required to practice hand cleanliness steps that includes either washing of hands with soap and water or using hand sanitizer. Additionally, all staff and visitors will be required to wear face masks while in close proximity to others, supporting campers directly or when Social Distancing is not reasonably possible. Campers will be encouraged but not required to wear a mask during the day. Disposable masks will be made available for any individual if they do not have a personal one for use.

The Richardson School has enhanced its cleaning practices. The Richardson School has professionally contracted with cleaning services at all school locations. The daily cleaning measures have been increased to ensure commonly touched surfaces like desktops and door handles are cleaning nightly. Additionally, TRS has secured emergency response services which are prepared and equipped to disinfect in the event there is risk of exposure to COVID-19. These measures are in addition to enhanced cleaning schedules all TRS Staff will follow during the daytime hours while campers are onsite and in alignment with CDC recommendations.

Emergency Medical Care

The Richardson School does not provide medical services other than routine first aid. Anything requiring more serious attention will require permission for treatment from the guardian. The Richardson School reserves the right to send the camper home early. The parent or guardian will be called if the camper is ill or suffers a non-emergency injury.

In the case of an emergency or emergency injury, the camper will be transported to the local emergency room via ambulance and the guardian will be contacted by The Richardson School. Staff will not accompany the camper to the emergency room.

Paperwork sent to the hospital for emergency treatment will include the consent for emergency treatment, guardian contact information, health history, and information related to known current medications.

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Policies and Procedures

Student Rights and Grievance Procedure

FUNCTION:

To identify The Richardson School's philosophy, policy, and procedure, as well as laws related to Student's Rights and Grievance Procedure.

PHILOSOPHY:

To the greatest extent possible, based on individual ability, a student has the right to be part of the decision-making process that affects their future. A student has the right to be protected from abusive elements in their environment and to expect caregivers to be alert and aware of any potential abusive forces.

Incorporated into The Richardson School's philosophy on basic Human Rights are the following:

A student should have adequate clothing and shelter, stimulation and activity, and a clean, safe environment to facilitate and support personal growth and development. A student needs privacy and a sense of personal belonging to develop a sense of integrity.

A student has a right to, and caregivers must provide the opportunity, to maintain adequate contact with those in their life that represent care and continuity in their own community.

A student has a right to expect that the caregivers in their environment will encourage their expression of opinion, however contrary to staff's convenience or opinion. A student also has the right to expect caregivers to work with them so that the student will expand awareness and skill in incorporating others' rights in their individual expressions of opinion and choice.

A student is entitled to appropriate support and supervision from caregivers responsible for helping to provide education, experience, and knowledge. In order to reach maximum individual potential, a student is entitled to a structured approach, using the best available methods.

A student is also entitled to an attitude on the part of those caregivers working with them that reflects motivation to continue to upgrade professional skills.

To the greatest extent possible, based on individual ability, a student has the right to be a part of the decision-making process that affects their future.

STUDENT'S RIGHTS:

Students enrolled in The Richardson School have basic rights that include:

1. The right to reasonable observance of cultural and ethnic practice and religion.
2. The right to a reasonable degree of privacy
3. The right to participate in the development of the student's Individual Education Plan (IEP), as appropriate and commensurate with the student's abilities
4. The right to positive and proactive adult guidance, support and supervision
5. The right to be free from abuse, neglect, inhumane treatment and sexual exploitation

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Policies and Procedures

Student Rights and Grievance Procedure (cont.)

6. The right to adequate medical care.
7. The right to nutritious and sufficient meals and sufficient clothing, and a safe learning environment and housing.
8. The right to participate in an education program within a clean, safe learning environment
9. The right to receive an appropriate education.
10. The right to courteous and respectful treatment.
11. The right to be free from bias and harassment regarding race, gender, age, disability, national origin, creed, spirituality and sexual orientation.
12. The right to be informed of and to use a grievance procedure.
13. The right to be free from restraint or seclusion used for a purpose other than to protect the student from imminent danger to self or others.
14. Rights under the Family Education Rights and Privacy Act (FERPA) which regulates access and release of student educational records.
15. All Federal and State constitutional guarantees protecting the rights and liberties of individuals, including freedom of religion, expression, association, rights against unreasonable search and seizure, equal protection and due process.

GRIEVANCE PROCEDURE:

A complaint is a grievance, difficulty, disagreement, or dispute concerning one of the rights noted above. Any student, parent/guardian, employee or school district representative acting on behalf of any student may use the grievance procedure. This procedure is in addition to, and does not limit, the right to pursue other remedies, including the court process, available to the student.

A complaint may be presented to the student's teacher or any other staff person orally, in writing, or by any other method through which the student or other person usually communicates. Whenever possible, the complaint should be resolved at the time of its presentation by listening to the nature of the complaint and making reasonable adjustments in operations or conditions. If a complaint cannot be resolved immediately, the person presenting the issue shall be given the option of using an informal or formal grievance resolution process. In situations where there is reasonable cause to believe that a student is at significant risk for physical or emotional harm, a special Emergency Situation Grievance Resolution Process is used. The following provisions apply to all three processes:

1. Information: The student and/or parent/guardian will be informed of the grievance procedure orally and be given a written copy of this procedure.
2. Student Rights Specialist: The Richardson School will post the name, address, and phone number of the Student Rights Specialist (SRS) in a conspicuous place known to all, within the school. The designated SRS for The Richardson School is a member of the ORP Management Team.
3. Grievance Forms: Standard Grievance Forms will be visible and available to all students, guardians.
4. Protection for Residents and Advocates: No sanctions will be threatened or imposed against any student, guardian, staff, or anyone who assists a student in filing a grievance.

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Policies and Procedures

Student Rights and Grievance Procedure (cont.)

5. Time Limits: The grievance shall be presented within 45 days of the event or circumstance in the grievance, or of the time the event or circumstance was discovered, or of the student's achieving the ability to report the matter, whichever happened last. The Agency Director may grant an extension of the 45-day limit for good cause, if, for example, the investigation would likely result in improved care, or the failure to investigate would result in substantial injustice.

6. Confidentiality: Confidentiality of all student information shall be maintained throughout the grievance procedure.

INFORMAL GRIEVANCE RESOLUTION PROCESS:

The student, guardian, or any person acting on the student's behalf may choose to discuss any complaint or grievance with the student's teacher. The informal process is recommended because most grievances can be resolved through such discussion.

1. Use of the informal resolution process shall not be a prerequisite for seeking formal relief.
2. The informal resolution process may be pursued, pending initiation of the formal resolution process or an adjunct during the formal resolution process.
3. The informal resolution process shall be adapted to the needs and strengths of the student in order to assist him/her and persons acting on his/her behalf to participate in and understand the process as much as possible.
4. Any applicable time limits of the formal resolution process shall be suspended during the use of the informal resolution process until a grievant indicates a desire for the formal resolution process to begin or until any party requests that the formal resolution process resume.

FORMAL GRIEVANCE RESOLUTION PROCESS:

If the formal resolution process is chosen (and an emergency does not exist):

1. The staff person receiving the request for the formal grievance process shall present the request to the Education Director or designee no later than the end of the school day.
2. The Education Director or designee shall contact the Student Rights Specialist (SRS) within 3 business days after the request has been made.
3. Upon receiving a referral, the SRS shall meet with the student and grievant, if different, and any staff member who may be named in the complaint, identify the matters at issue, and explain the process.
4. If the grievance was not presented in writing, the SRS shall assist the grievant in putting the grievance into writing for use in the process. Copies shall be given to the student and grievant, if different, and be included in the SRS's Report.
5. If there are facts in dispute, the SRS shall conduct an investigation. The SRS shall have full access to all necessary information.
6. Confidentiality shall be respected in any releases or reports, unless specific releases for information have been granted.
7. Within 30 days from the date the grievance was presented to The Richardson School staff person, the SRS shall complete the inquiry and submit a written report describing the facts, the application of any appropriate laws and rules, a determination as to whether the grievance is founded or unfounded, the basis of the determination, and recommended actions. Copies of the report shall be given to the teacher, the Education Director, the student, and the grievant, if different, the parent or

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Policies and Procedures

Student Rights and Grievance Procedure (cont.)

guardian, and all relevant staff. The names of students who gave information or were involved, other than the student who was the subject of the grievance, will be purged from the distributed copies, except the copies provided to the teacher, Education Director and those staff members who have a need to know.

8. If the teacher, Education Director and all others involved agree with the report, any recommendations will be carried out within an agreed upon time frame. If there is disagreement, the SRS may confer with the parties to establish a mutually acceptable plan for resolution. If agreement cannot be reached, the Education Director or designee prepares a written description of the matter still in dispute, and the official position of The Richardson School shall state the basis for any modifications that are made.

9. Within 10 days of receiving the SRS's Report, the Education Director will give a written decision that shall be given personally or sent by first class mail to the student and grievant, if different, the parent or guardian, and all staff who received a copy of the SRS's Report.

EMERGENCY SITUATION GRIEVANCE PROCESS:

An "emergency situation" is defined as one where, based on the information available at the time, there is reasonable cause to believe that a student is at significant risk for physical or emotional harm due to the circumstances identified in a grievance. The steps to be taken are the same as for the formal grievance resolution process, except that the following time limits pertain:

1. A staff member receiving the request shall immediately present the matter to the Education Director or designee.

2. The Education Director will contact the SRS as soon as possible, but no later than 24 hours after receiving the request.

3. The SRS shall complete the inquiry and submit the report within 5 days of the date the grievance was presented.

4. The Education Director's decision shall be issued within 5 days of receipt of the report, unless the parties involved agree to extend the time period.

The Richardson School Camper and Family Handbook Policies and Procedures

Grievance Notice

Complainant's Name: _____ **Location:** _____

Address: _____ **Date:** _____

Phone: _____

This complaint alleges violation of item ____ (Indicate number 1-15 as identified in the Student Rights Policy).

Summary of the Grievance: (Describe the complaint, state all facts, including date, time, place, and incident)

What Relief is Sought?

Complainant's Signature

Student Rights Specialist's Determination

Student Rights Specialist's Recommended Action

Student Rights Specialist's Signature

Date

Was the Grievance Resolved?

Yes

No

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Policies and Procedures

Behavior Management

FUNCTION:

To define behavior management and behavior control and outline the techniques in use at The Richardson School.

PHILOSOPHY:

Behavior Management and Behavior Control Techniques are used in conjunction with positive behavior support approaches in providing therapeutic educational day services to the students. Staff members are encouraged to use effective behavior treatment approaches to avoid displays of negative behaviors of students before they occur. These effective treatment approaches may include teaching needed skills or teaching appropriate alternatives to the negative or socially inappropriate behaviors. The use of Behavior Management and Behavior Control Techniques typically follow a negative behavior; therefore, staff members are encouraged to implement proactive treatment approaches prior to implementing reactive behavior management or control techniques.

Individualized Behavioral Plans, as part of a student's Individual Education Plan (IEP), may include the use of positive behavior support approaches, behavior management, or behavior control techniques.

DEFINITIONS:

The terms Behavior Management and Behavior Control are used to differentiate between techniques that are used to deal with occurrence of negative behaviors. Behavior Management and Behavior Control Techniques are individualized to meet the needs of the students.

Behavior Management measures are designed to decrease and prevent the reoccurrence of negative behaviors. These measures are applied dependent on the student's ability to comprehend and benefit from their use and the type and severity of the targeted behaviors.

Behavior Control measures are designed to provide safety for the student or others. These measures are applied dependent on the type and severity of the targeted behaviors.

BEHAVIOR MANAGEMENT TECHNIQUES:

- Environmental Structuring: Any techniques that involve changing or structuring the student's surroundings. Examples may include implementing an activity, reducing the noise in the area, modifying or changing objects or items in the room, or adding extra coverage.
- Redirection: A verbal message to encourage the student to engage in another activity or topic of conversation.

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Policies and Procedures

Behavior Management (cont.)

- **Social Disapproval:** A verbal message directing the student's behavior from inappropriate to appropriate.
- **Logical Consequences:** A procedure that allows the students to experience the results of some of their actions. The consequences are to be logically related to the undesirable behavior. Examples may include temporary removal of a misused item or cleaning up after creating a mess.

BEHAVIOR CONTROL TECHNIQUES

- **Environmental Control:** Any techniques that involve changing the student's surroundings or environment to protect the safety of the student or others. An example may include the removal of dangerous items in the area.
- **Protective Supervision:** A procedure that is designed to provide intensified staff supervision for students perceived to be at immediate risk of harming themselves or others. This may include increased supervision in interaction with others, while outside or off-grounds, while in the restroom or any other areas.
- **Protective Placement:** A procedure that is designed to de-escalate ongoing and persistent behaviors that endanger the student or others. Protective Placement requires the student to be removed from normal programming areas to a location that offers intensive supervision and low stimulation.
 - Short-Term Placement is expected to last 55 minutes or less.
 - Extended Placement occurs if a student does not meet the criteria for release during Short-Term Placement and continues to demonstrate behaviors that endanger the student or others. Extended Placement is expected to last no more than 120 minutes (2 hours) or less. It is possible that extended placement may last for the duration of the school day, in which case there is an hourly review by an Administrative staff person.
- **Physical Intervention:** These techniques require physical contact between the staff member and the aggressive student. Staff must know the guidelines for using physical intervention, as outlined in the Physical Crisis Intervention Procedures.
- **Medical Supportive Devices:** These methods include any device or equipment that is designed to prevent injury or re-injury to a student. If medical supportive devices are needed due to a student's repetitive maladaptive behaviors, The Richardson School must receive a physician's order and parent/guardian consent before implementing such interventions.

The Richardson School's philosophy and policies are clear indications of the preference for a positive approach. It is also realized that a student with certain presenting concerns may not respond to a solely positive approach. Any programs or measures that may be considered potentially aversive must be approved by Administration and such approval documentation be signed by the Director.

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Policies and Procedures

Physical Crisis Intervention

FUNCTION:

To outline the philosophy and procedures to follow when crisis intervention is necessary due to a student exhibiting behaviors that are dangerous to self or others.

PHILOSOPHY:

It is the philosophy of The Richardson School that staff members need to evaluate each crisis situation and to work toward the tension reduction, preventative action, and the last resort usage of prompt, skillful, appropriate intervention when necessary to minimize injury and create perception of physical and psychological safety for the students and for ourselves. The dangerous behavior exhibited must be believable, capable and imminent.

Conditions for Physical Crisis Intervention:

A staff member may physically intervene in a crisis situation involving a student only if all of the following conditions are present:

- Use of physical intervention takes place as a last resort when the student's behavior is imminently dangerous to life, health, or safety of the student or others
- De-escalation techniques taught as part of the Handle With Care system and in other Richardson School training, such as providing a supportive staff response when a student displays an increase in anxiety or tension, are used before physical intervention techniques whenever possible
- The staff member has completed The Richardson School "Handle With Care" training requirements
- Physical intervention is not used for the convenience of staff members or as a punishment
- Physical intervention may not be longer than the time necessary for the student to be safe from imminent danger to self or others
- Whenever possible, there should be at least two staff members involved in the implementation of physical intervention techniques to attempt to provide additional monitoring and increased safety for students and staff members
- A written Incident Report and any other necessary documentation are completed and routed as designated for each occurrence of physical intervention

Richardson School Agency-Approved Handle With Care Physical Interventions Include:

- PRT (Primary Restraint Technique) & Modified PRT
- Settle Position
- Settle Position with Assistance
- Two-Person Escort Technique

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Policies and Procedures

Physical Crisis Intervention (cont.)

The Individual Education Plan (IEP) Team may include any student-specific modifications of Handle With Care Techniques in a written Individual Behavior Plan, as part of the IEP, which may include the Handle With Care Supine Position as a technique for Physical Intervention. The Richardson School prohibits the Prone Restraint Technique. The Richardson School does not approve escort techniques with struggling students, except to remove an imminent safety threat to the student or to others in the immediate area. In those situations, the student should be escorted to the nearest safe location available.

Visitor Policy

All exterior doors to TRS remain locked at all times.

Historically, TRS has allowed visitors in the school for various reasons including delivery of supplies, tours and student internships. At this time, visitors are restricted to essential purposes only. If you need to drop off something for your student, TRS staff will meet you at the door. TRS is creating options to provide virtual tours and have put 'on-hold' any non-essential visits to our schools.

If a visit is deemed essential, visitors will have their temperature checked and will be required to wear face masks, practice hand cleanliness steps that includes either washing of hands with soap and water or using hand sanitizer and socially distance when possible.

Each school building has a main entrance area that is equipped with a live camera/video-feed doorbell system. When a visitor approaches the building and rings the doorbell, the system turns on and begins to project a live video feed to the main office. Each system includes a two-way communication function and ability to unlock the main door. Visitors should be asked the following questions before being allowed in:

1. State their name
2. State their reason for arriving/whom they are visiting

When visitors are allowed into the building, they are to report to the main office first. All visitors must register on a sign in sheet. The sign in sheet must include minimally the following information:

1. Visitor's name
2. Reason for their visit
3. Date and time of arrival
4. Time of departure

Visitors must sign out upon departure

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Policies and Procedures

Visitors are given a guest badge during their visit to denote their presence in the building to other staff members. Visitors must remain in the front office until an employee greets them for their visit. All visitors must remain with an employee while on site, unless previously approved by the Day School Director.

Responsible Use Technology

As a user of technology everything one does leaves a digital footprint. This policy will guide you how to use technology responsibly. Choose wisely and think before you act.

1. Each student accepts full responsibility for the device during the class period in which it is assigned. Students are expected to follow the technology check-out process identified for each classroom. The student is expected to not leave the device unattended. Students will not exit the classroom until there has been a complete count of devices.
2. The devices remain property of TRS. The student will use equipment as directed by staff, practice responsible care and report any malfunctions. Stickers, cases, and decorations are not allowed on the devices. Students are not allowed to mark, write, or carve words or symbols on the devices.
3. Food and beverages are not allowed around/near where the devices are being used.
4. Students are not allowed to disassemble the devices.
5. Sharing “one to one” devices with other students is not allowed.
6. The student will not share username and passwords. The student will not reveal or post personal information belonging to them or another person (i.e., passwords, addresses, or telephone numbers). The student will sign out of their account after every use.
7. The use of the devices will be limited to sites that are appropriate and educational as determined by TRS.
8. Devices and user accounts are subject to inspection at any time without any notice.
9. Plagiarism is copying or using another person’s work without giving credit (or payment) to the author and is against the law. All information copied and used by students will be appropriately referenced by author, source, date of publication, and/or Website link.
10. Each student at TRS is an individual worthy of respect and his/her work is considered personal property. The student agrees to use only their own files and folders. Emails that contain appropriate educational messages are sent to only approved users.
11. The student agrees to be polite, considerate, and to use appropriate language.
12. The student agrees to report and/or help prevent any bullying, abuse, or harm of others.
13. The student agrees to tell an adult if he/she reads, sees, or accesses something inappropriate, or if he/she witness inappropriate use of technology.
14. The student agrees to follow all filters and security measures.

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15. The student will not install software / apps on any TRS devices without direct supervision of TRS staff.

Not following the above expectations may result in the loss of devices privileges for a determined amount of time. I understand that devices, the condition, and the web activity are my full responsibility.

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