



The Richardson School
A MyPath Company

Student and Family Handbook

Home of the Bobcats

The Richardson School Student and Family Handbook

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The Richardson School Student and Family Handbook

Welcome

Greetings!

On behalf of the entire Richardson School staff, I would like to welcome your student and you to The Richardson School!

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

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

We look forward to supporting your student this school year.

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 Student and Family Handbook
Mission, Vision, Motto

Mission:

Be the change for students, their families, and districts

Vision:

For all students to develop skills for academic and behavioral growth,
allowing them to return to their home school settings

Motto:

Be the change

Daily Practices:

Commit, Respond, Educate

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What to Expect

What to Expect

Personal Items

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

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

Electronic devices that are used for communication, other necessary equipment related to the student's needs or learning modalities, and other devices stipulated in an IEP that relate to specific goals are allowed.

Students should not bring valuable items to school. 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.

Students are not allowed to borrow or trade items belonging to another student, or to The Richardson School.

Dress Code

Students attending The Richardson School are asked to dress in casual and comfortable clothing, appropriate to school, in good condition, and clothing that is weather appropriate. Parents should send an extra full change of clothing to school if a student has the potential to need them (due to feeding or toileting issues, for example). If a student 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

Students 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 may not be worn in the building before, during, or after school unless designated in an IEP.
- Shoes should be worn in the building at all times.
- Shirts or blouses that are sheer, overly revealing in front, back or sides, or low-cut may not be worn.
- Ribbed tank tops 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.
- 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 students free of charge. Students should not bring lunch unless pre-authorized by Administration. A monthly lunch menu is available upon request.

TRS is supporting students 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 student 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 their 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 students attending The Richardson School is arranged for and provided by your placing school district. Parents or authorized family members may also choose to provide transportation themselves. Students attending The Richardson School are to be dropped off and picked up at the designated area of the building.

If you have a question regarding your transportation arrangements, weather concerns or late pick up/drop off, please contact the bus company directly. The Richardson School does not arrange for or provide supervision of the transportation companies.

If a student is not going to be taking their usual transportation to and from school, it is the parent's responsibility to notify the transportation company and The Richardson School staff. If the parents know ahead of time that a student has an appointment during the school day, or the student will be absent because of illness or any other reason, they are responsible for communicating this to the transportation company and The Richardson School.

Student Arrival and Drop Off:

The school day runs from **9:00 AM to 2:45 PM** during the regular school session.

Before and after school respite programming is available on a limited basis at some of our campuses.

School doors open at 8:55 AM. Students are greeted at their vehicles by staff members. A staff member will ensure they get to their assigned classroom. At the end of the school 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.9 Health and Safety below for more information.)

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Transportation

Students 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 student 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 student's continued enrollment at The Richardson School.

If a student is going to be dropped off late or picked up early, the parent should contact The Richardson School main office. **Requests for early release must be made prior to 10:00 am.** TRS staff will do their best to accommodate requests received after 10:00 am but cannot guarantee the student will be ready upon your arrival.

For pick up or drop off times outside the start or end of the school day, please call upon arrival and staff will ensure your student is brought to you. At this time, individuals will not be allowed to wait inside the school building for their student.

Parent Pick Up due to Safety Concerns

If a student is having significant behavioral issues at the end of the school day, and it appears the student may not be able to safely take their transportation home (if it is not provided by a parent or family member), a Richardson School staff member will notify the family that they will need to pick up and transport the student. It is expected that the parent or family member or other authorized person will arrive as close to the end of the school day as possible for pick-up of the student.

Closed Campus Status

The safety and security of students and staff is a primary concern at The Richardson School. To assist in providing such conditions, The Richardson School is considered a closed campus.

- Students may not leave campus during school hours unless they are accompanied by an authorized member of their family/guardian, authorized personnel (i.e., county case worker, outside therapists, home-school personnel, etc.), or with the supervision of TRS staff on a preapproved outing or event.
- School hours are defined as the time a student is dropped off until they are picked up by authorized transport, parent, guardian or authorized representative.
- Law enforcement will be notified if a student elopes from the property or is off campus without direct TRS staff supervision or unaccompanied by an authorized transport, parent, guardian or representative. The goal of law enforcement contact is to safely return the student to the TRS campus. They will return the student back during school hours, if able.
- Students with a valid driver's license **are not** permitted to drive independently to campus and/or park on TRS property during the school day.

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Technology

Technology

Cell Phones

For safety and privacy reasons, cell phones are not allowed in classrooms or other school areas. Students may NOT bring cell phones to school, unless there is a significant reason this needs to occur. If a student brings a cell phone, it will be checked in until the end of the school day.

Technology Use

Unless provided by and approved through an IEP, students are not allowed to bring personal technology items from home to access while at school. The Richardson School provides technology resources to its students primarily for academic learning during the school day. The use of Richardson School technology equipment and access is a privilege. Some examples of provided technology include, but are not limited to, tablets, smart boards and chrome books. No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Technology is intended for the sole purpose of engaging our students in the learning process as well as an access for communication strategies and use of relaxation tools. All use of technology is done under the guidance of the classroom teacher and/or a student's IEP.

Use of technology in a fashion other than directed by the staff or administration of The Richardson School is strictly prohibited. Students who do not follow the guidelines for appropriate use as outlined in the Responsible Use Technology policy (see p.22 below) could have their privileges revoked for an amount of time that The Richardson School Administration deems appropriate.

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School and Parent Communication

School and Parent Communication

Daily Communication Form

In general, the school will communicate with parents via the Daily Communication Form. Students are not allowed to call home during the day. Any requests or needs of a student will be handled through The Richardson School Administration so that the students may attend class and remain focused on their academics. The Richardson School will work with the parents and families regarding the best means to communicate i.e. phone, fax or email.

Parents/guardians are notified of physical interventions via the Daily Communication Form. Per Wisconsin Department of Public Instruction, incident reports must be sent home within three (3) business days of the incident. Per the Illinois State Board of Education, incident reports must be sent home within 24 hours of the incident. The timeline of incident report notification depends on the state which a student resides in, thus is subject to change as state law may dictate.

Parent Teacher Conferences

All in-person school activities and events such as parent teacher conferences and IEP meetings are to be held virtually.

Parent-Teacher conferences are held four times each school year. All parents/guardians are encouraged to attend.

Student Progress Reports

The Richardson School provides quarterly progress reports for all students in attendance to the parents/guardians and copies to the sending school districts.

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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/Student Absences

If a student is going to be absent, it is the parent/guardian's responsibility to notify The Richardson School. Failure to do so may result in an unexcused absence. Attendance reports are sent to each student's home school district monthly, and unexcused absences may be marked truant by district standards. If a student is absent, and staff have not received such notification, staff may attempt to call to ensure safety and/or reason for absence.

While The Richardson School encourages consistent attendance, there will be times when students will miss school 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 for 5 days, unless you are up-to-date on COVID-19 vaccinations
- Please reference the CDC website for updated COVID-19 related symptoms

If any of these symptoms occur while the student is in school, the parents will be called to pick up the student.

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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.

Virtual education will be provided for students that must quarantine or have an extended absence.

Inclement Weather

A student's home school district may have inclement weather days during which they will close and not provide transportation. If the student's home district has an inclement weather day and transportation has been cancelled, the parents are responsible for notifying The Richardson School. A parent or designated adult may transport the student on these days when no district transportation is available and The Richardson School is open.

In the event that in-person classes at The Richardson School must be cancelled due to inclement weather or for any other reason, alternative learning opportunities will be offered to ensure continuation of educational services. If a change occurs, it will be communicated directly.

Medication Practices

If a student 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.

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Health and Safety

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.

Over-the-Counter Medication

Many of the reasons for use of Over-the-Counter Medication include treating symptoms identified by the CDC as potential COVID-19 related. Any administration of an OTC medication must be accompanied by a signed Physician's Authorization for Medication Administration form and provided by the family.

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 student home early. The parent or guardian will be called if the student is ill or suffers a non-emergency injury.

In the case of an emergency or emergency injury, the student 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 student 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.

Student Bullying

The Richardson School (TRS) is committed to providing a safe, positive and productive educational environment for all of its students. TRS encourages the promotion of positive interpersonal relations between all members of the school community.

"Bullying" is typically aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. The behavior is repeated over time. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. TRS will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

A full copy of The Richardson School's Peer to Peer Interactions Policy is available on our website and may be requested if needed.

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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 the Trauma Informed Supports Director, or can be delegated to a member of the Administration Team, Day School Director or Executive Director.
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 Executive 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 Day School Director or designee no later than the end of the school day.
2. Upon receiving a referral, the Day School Director or designee 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.
3. If the grievance was not presented in writing, the Day School Director 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 Day School Director's Report.
4. If there are facts in dispute, the Day School Director investigates. The Day School Director shall have full access to all necessary information.
5. Confidentiality shall be respected in any releases or reports, unless specific releases for information have been granted.
6. Within 30 days from the date the grievance was presented to The Richardson School staff person, the Day School Director 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.
7. Copies of the report shall be given to the teacher, the Day School Director, the SRS, 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, Day School Director, SRS and those staff members who have a need to know.

8. The Day School Director shall be required to review the recommendation with the SRS before the final determination is made. If the two are not in agreement, the Executive Director will make the final decision.

9. Within 10 days of a final decision, the SRS will provide a written summary that shall be given personally or sent by first class mail to the student and grievant, if different, the parent or guardian.

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 Day School Director.

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

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

4. The Day School Director's recommendation of action shall be issued within 5 days of receipt of the report, unless the parties involved agree to extend the time.

The Richardson School Student 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 Supports: 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.
- Physical Intervention: These techniques require physical contact between the staff member and the aggressive student. Staff must know and be certified in physical supports and physical intervention, as outlined in the Ukeru Physical Blocking Support and Physical Crisis Intervention Policies.
- Medical Supportive Equipment: This includes Medical items that are designed to prevent injury or re-injury of a student. If Medical Support Equipment is needed due to student repetitive maladaptive behaviors, TRS must receive a physician's order deeming them medically necessary before use. Medical Support Equipment is never used as a means of physical intervention to maintain discipline of a student.

Some historical examples of Medical Supportive Equipment have included the use of a safety helmet to prevent self-injury, a cast applied at a hospital to prevent re-opening of a wound, or a harness for safe transportation of a student in a moving vehicle.

The decision to use either Protective Placement or Extended Placement can only be made by an Administrator. At all times academic work, snacks, meals, prescribed medication, and adequate access to restrooms must be made available to the student. The Richardson School Administration will determine which rooms or therapeutic spaces will best support a student during the Protective and Extended Placement options. Documentation of this approach is done via The Richardson School Incident Report.

- Protective Placement occurs by removing the student from the academic environment. Typically, this support is provided in the Therapeutic Sensory Room. This approach is used when the student's behavior is an immediate risk to the physical safety of themselves and others and it is the least restrictive option possible. Regardless of a student's assigned staffing pattern, minimally, one-to-one staffing support and supervision is provided. It is recommended to have an Administrator present during this time. Short Term Placement is to be evaluated minimally every 15 minutes.

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Policies and Procedures

Behavior Management (cont.)

During this time, students are engaged in collaborative safety planning to allow them to resume the normal academic day with their peers as soon as possible.

- Extended Placement is used when the student continues to exhibit imminent safety concerns that would make the peers and school environment unsafe. It occurs if the student is unable to show positive coping skills and/or unable to develop collaborate safety planning. Extended placement includes direct one-to-one staffing support in an area away from their peers. In addition to one-to-one support, Administrator presence is required for the duration.

OVERALL LEGAL GUIDANCE AND COMPLIANCE:

TRS'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. The addition of any program or treatment philosophies that are not currently in place must be pre-approved by Administration and the Executive Director.

TRS also recognizes the legal guidance set forth by both the state of Wisconsin and the state of Illinois. TRS ensures the below rules are adhered to for every enrolled student to the day school regardless of residence.

Overall, written notification to the parent and sending school district occurs within 24 hours. For students attending TRS from the state of Illinois, additional notification to the IWAS system is completed within 2 school days of the incident. Incident Reports are available to both the guardian and sending school district in compliance with timelines outlined in the below rules as well as by request.

WISCONSIN LEGAL GUIDANCE – Act 118

Within 24 hours of the incident, TRS is required to provide guardians and sending school districts written notification of an instance of physical intervention or seclusion. TRS prohibits the use of prone restraint. TRS requires school staff to hold a meeting (debriefing) after each incident of seclusion or restraint to discuss topics specified in the Act. TRS will request an IEP team meeting within ten school days of the second time seclusion or restraint is used on a student with a disability within the same school year. Act 118 further requires each governing body to submit an annual report to the Wisconsin Department of Public Instruction by December 1. This law applies to both students with and without disabilities. The annual report is subject to the guidelines outlined in Act 118. The report creation, review and submission process is completed by the Trauma Informed Supports Director, Day School Directors and the Executive Director.

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Behavior Management (cont.)

ILLINOIS LEGAL GUIDANCE – 401.140(a) and 23IAC 1.285:

The Richardson School shall ensure that each student receives special education and related services in accordance with his or her IEP, provided that the use of behavioral intervention strategies that would jeopardize the safety or security of students or would rely upon pain as an intentional method of control shall not be permitted. Providers utilizing disciplinary or behavioral techniques or interventions prohibited in Illinois are not eligible for approval, except as otherwise provided in Section 14-7.02 of the School Code.

Additionally, **Section 1.285 Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint** provides further detailed guidance. All TRS staff members are required to review and follow this guidance.

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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 TRS that staff members need to evaluate each crisis 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 of imminent harm to themselves or others to allow for use of a physical intervention.

Conditions for Physical Crisis Intervention:

A staff member may physically intervene in a crisis involving a student only if all 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 TRS 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 TRS "Handle with Care®" training requirements.
- Physical intervention is not used for the convenience of staff members or as 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.

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Physical Crisis Intervention (cont.)

TRS Agency-Approved Handle with Care® Physical Interventions Include:

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

TRS prohibits the Prone and Supine Restraint Techniques. TRS does not approve of 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.

TRS staff are trained in the Handle with Care® physical intervention techniques outlined in this policy during orientation, at scheduled refresher trainings, held typically twice a calendar year and upon request of any member of Administration.

Annually, TRS certified Trainers are trained/retrained onsite by Handle with Care® to ensure best practices and technique of the interventions are correct.

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Policies and Procedures

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.

Upon arrival, visitors will have their temperature checked and will be required to practice hand cleanliness steps that includes either washing of hands with soap and water or using hand sanitizer and socially distance when possible. The Richardson School follows CDC guidance as it pertains to masking.

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

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.

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Policies and Procedures

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.
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.