



The Richardson School

A MyPath Company

# Bobcat Camp Family Handbook

*Home of the Bobcats*

# The Richardson School Camper and Family Handbook

## Table of Contents

Page	Section
<b>1</b>	<b>Welcome and Introduction</b>
1	Welcome to The Richardson School
<b>2</b>	<b>What to Expect</b>
2	Personal Items
2-3	Dress Code
3	Hot Lunch Program
<b>4</b>	<b>Transportation</b>
4	Transportation To and From Camp
4	Camper Arrival and Drop-off
<b>5</b>	<b>Technology</b>
5	Cell Phones
5	Technology Use
<b>6</b>	<b>Camp and Parent Communication</b>
6	Daily Communication Form
<b>7</b>	<b>Health and Safety</b>
7	General Contact Information and/or Medical Changes
7-8	Illness/Student Absence
8	Heat-Related Schedule Changes
8-9	Medication Practices
9	Emergency Medical Care
<b>10</b>	<b>Policies and Procedures</b>
10-13	Student Rights and Grievance Procedures
14	Grievance Notification Form
15-17	Behavior Management
18-19	Physical Crisis Intervention
20	Visitor Policy
21	Responsible Use Technology

# **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.

The Richardson School is primarily a therapeutic Day School that operates throughout the calendar year. Bobcat Camp is an ancillary service offered during winter, spring and summer breaks. Within the 'Policies and Procedures' section of the Handbook, you will see education and student-related language, as our primary focus and emphasis is on the Day School program.

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 working with your camper.

Best Regards,

Derek Goodman  
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.

# The Richardson School Camper and Family Handbook

## 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 camp 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 camp.
- 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 camper'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.

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.

# The Richardson School Camper and Family Handbook

## 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 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.

# The Richardson School Camper and Family Handbook

## 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

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.

# **The Richardson School Camper and Family Handbook**

## **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.



# **The Richardson School Camper and Family Handbook**

## **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. Knowing if a camper is absent for illness vs. other reasons will be important for the safety of all attending Bobcat Camp.

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 camp 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 close 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 individual is in camp, the parents will be called to pick up the camper.

# The Richardson School Camper and Family Handbook

## Health and Safety

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

- Campers 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
- Campers 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 camper's symptoms first appeared.
- Please reference the CDC website for guidance regarding testing and back to school options.

Barring illness or unexpected emergencies, it is expected that campers attend on the days they are scheduled for Bobcat Camp. If a camper accrues three un-excused absences over the course of a camp session, they may be subject to disenrollment from camp. Please be thoughtful when requesting dates for your camper to attend, and work with the Admissions Coordinator at your campus if there are any dates in question.

### **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 camp 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 Camper and Family Handbook**

## **Health and Safety**

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.

The Richardson School prioritizes the health and safety of campers and staff. The Richardson School has, and continues to consult with professionals about best practices for camp safety as it relates to COVID-19 and all communicable diseases. We will do everything in our power to ensure a safe, healthy and fun summer for all.

### **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.

# **The Richardson School Camper and Family Handbook**

## **Policies and Procedures**

### **Student/Camper Rights and Grievance Procedure**

#### **FUNCTION:**

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

#### **PHILOSOPHY:**

To the greatest extent possible, based on individual ability, a student/camper has the right to be part of the decision-making process that affects their future. A student/camper 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/camper should have adequate clothing and shelter, stimulation and activity, and a clean, safe environment to facilitate and support personal growth and development. A student/camper needs privacy and a sense of personal belonging to develop a sense of integrity.

A student/camper 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/camper 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/camper also has the right to expect caregivers to work with them so that the student/camper will expand awareness and skill in incorporating others' rights in their individual expressions of opinion and choice.

A student/camper 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/camper is entitled to a structured approach, using the best available methods.

A student/camper 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/camper has the right to be a part of the decision-making process that affects their future.

#### **STUDENT/CAMPER'S RIGHTS:**

Students/campers 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/camper'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

# The Richardson School Camper and Family Handbook

## Policies and Procedures

### Student/Camper 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/camper 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/camper 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/camper, parent/guardian, employee or school district representative acting on behalf of any student/camper may use the grievance procedure. This procedure is in addition to, and does not limit, the right to pursue other remedies, including the arbitration process, available to the student/camper.

A complaint may be presented to the student/camper's teacher or any other staff person orally, in writing, or by any other method through which the student/camper 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/camper and/or parent/guardian will be informed of the grievance procedure orally and be given a written copy of this procedure.
2. Student/Camper Rights Specialist: The Richardson School will post the name, address, and phone number of the Student/Camper 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/campers, guardians.
4. Protection for Residents and Advocates: No sanctions will be threatened or imposed against any student/camper, guardian, staff, or anyone who assists a student/camper in filing a grievance.

# The Richardson School Camper and Family Handbook

## Policies and Procedures

### Student/Camper 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/camper'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/camper information shall be maintained throughout the grievance procedure.

#### INFORMAL GRIEVANCE RESOLUTION PROCESS:

The student/camper, guardian, or any person acting on the student/camper's behalf may choose to discuss any complaint or grievance with the student/camper's teacher or TRS staff. 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/camper 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/camper 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/camper 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 shall conduct an investigation. 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/camper, and the grievant, if different, the parent or

# **The Richardson School Camper and Family Handbook**

## **Policies and Procedures**

### **Student/Camper Rights and Grievance Procedure (cont.)**

guardian, and all relevant staff. The names of students/campers who gave information or were involved, other than the student/camper 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/camper 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/camper 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 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/Camper 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/Camper Rights Specialist's Determination**

---

---

---

**Student/Camper Rights Specialist's Recommended Action**

---

---

---

\_\_\_\_\_  
Student/Camper Rights Specialist's Signature

\_\_\_\_\_  
Date

**Was the Grievance Resolved?**

\_\_\_ **Yes**

\_\_\_ **No**



# The Richardson School Camper and Family Handbook

## 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/campers. Staff members are encouraged to use effective behavior treatment approaches to avoid displays of negative behaviors of students/campers 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.

The Richardson School, Bobcat Camp follows the policies and procedures as defined within the Medicaid Home and Community-Based Services Waiver Manual for the CLTS Waiver Program.

#### **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/campers.

Behavior Management measures are designed to decrease and prevent the reoccurrence of negative behaviors. These measures are applied dependent on the student/camper'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/camper 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/camper'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/camper to engage in another activity or topic of conversation.

# The Richardson School Camper and Family Handbook

## Policies and Procedures

### Behavior Management (cont.)

- Social Disapproval: A verbal message directing the student/camper's behavior from inappropriate to appropriate.
- Logical Consequences: A procedure that allows the students/campers 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:** Behavioral Control techniques are guided by the Medicaid Home and Community-Based Services Waiver Manual for the CLTS Waiver Program, Chapter 9.

- Environmental Supports: Any techniques that involve changing the student/camper's surroundings or environment to protect the safety of the student/camper 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/camper. 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/camper. If Medical Support Equipment is needed due to student/camper's 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/camper.

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/camper. 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/camper from the group environment. Typically, this support is provided in the Therapeutic Sensory Room. This approach is used when the student/camper'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/camper's assigned staffing pattern, minimally,

# **The Richardson School Camper and Family Handbook**

## **Policies and Procedures**

### **Behavior Management (cont.)**

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. Short Term placement is expected to last 30 minutes or less total. During this time, students/campers 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/camper continues to exhibit imminent safety concerns that would make the peers and school environment unsafe. It occurs if the student/camper 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/camper 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. TRS ensures the below rules are adhered to for every enrolled student/camper to the day school and camp regardless of residence.

Overall, written notification to the parent, sending school district and/or CLTS agency occurs within 24 hours. Incident Reports are available to both the guardian, sending school district and/or CLTS agency in compliance with timelines outlined in the below rules as well as by request.

### **WISCONSIN LEGAL GUIDANCE – Act 118 and Medicaid Home and Community-Based Services Waiver Manual for the CLTS Waiver Program**

Within 24 hours of the incident, TRS is required to provide guardians, sending school districts and/or CLTS agency written notification of an instance of physical intervention. TRS prohibits the use of prone restraint and seclusion. TRS requires school staff to hold a meeting (debriefing) after each incident of restraint to discuss topics specified.

# The Richardson School Camper and Family Handbook

## **Policies and Procedures**

### **Physical Crisis Intervention**

#### **FUNCTION:**

As Defined by Medicaid Home and Community-Based Services Waiver Manual for the CLTS Waiver Program, Chapter 9.4.2: To outline the philosophy and procedures to follow when crisis intervention is necessary due to a student/camper 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 student/camper 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/camper only if all the following conditions are present:

- Use of physical intervention takes place as a last resort when the student/camper'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/camper 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/camper to be safe from imminent danger to self or others.
- Physical intervention is evaluated minimally every 5 minutes by those staff involved. This evaluation is to ensure the intervention continues to be necessary for the safety of all involved. When a physical intervention reaches a total of 15 continuous minutes an Administrator is required to be present for continued use and approval. The Administrator must remain present as an observer, and not be involved in the intervention from that point forward. In addition to observing the need for a continued physical intervention, the Administrator must also check for any injuries and ensure medical treatment is sought along with documentation completed.

# **The Richardson School Camper and Family Handbook**

## **Policies and Procedures**

### **Physical Crisis Intervention (cont.)**

- For the purposes of this policy, an Administrator is defined by job titles that include Lead Teacher, Instructional Aide Supervisor, Special Education Supervisor, Education Director, Day School Director or higher ranking TRS member on the organization chart.
- 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/campers and staff members.
- The staff member initiating the physical intervention is required to complete a written Incident Report and any other necessary documentation, including appropriate injury reports when necessary, and route as designated for each occurrence.
- TRS believes in offering a continuum of communication strategies that are most effective for a student/camper. TRS recognizes that often a normally verbal student may temporarily lose the ability to speak during crisis. And likewise, a typically non-verbal student may lose some communication strategies when in a heightened state. As a response to best supporting a student/camper during a crisis, a mixture of strategies may be deployed including verbally talking, PECS, yes/no cards, pointing to a need, use of hands to communicate if there are no safety concerns, or any other means of responding that communicates a student/camper's responses, preferences or for providing de-escalation strategies.

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

- PRT (Primary Restraint Technique) and Modified PRT
- Two-Person Escort Technique

TRS prohibits the Prone Restraint Technique. TRS does not approve of escort techniques with struggling students/campers, except to remove an imminent safety threat to the student or to others in the immediate area. In those situations, the student/camper should be escorted to the nearest safe location available.

TRS staff are trained in the Handle with Care® physical intervention techniques as well as 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.

# **The Richardson School Camper and Family Handbook**

## **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/camper, TRS staff will meet you at the door.

If a visit is deemed essential, visitors will have their temperature checked and 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***

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.

# The Richardson School Camper and Family Handbook

## **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/camper accepts full responsibility for the device during the class period in which it is assigned. Students/campers are expected to follow the technology check-out process identified for each classroom. The student/camper is expected to not leave the device unattended. Students/campers will not exit the classroom until there has been a complete count of devices.
2. The devices remain property of TRS. The student/camper 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/campers 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/campers are not allowed to disassemble the devices.
5. Sharing "one to one" devices with other students/campers is not allowed.
6. The student/camper will not share username and passwords. The student/camper will not reveal or post personal information belonging to them or another person (i.e., passwords, addresses, or telephone numbers). The student/camper 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. Each student/camper at TRS is an individual worthy of respect and his/her work is considered personal property. The student/camper agrees to use only their own files and folders. Emails that contain appropriate educational messages are sent to only approved users.
10. The student/camper agrees to be polite, considerate, and to use appropriate language.
11. The student/camper agrees to report and/or help prevent any bullying, abuse, or harm of others.
12. The student/camper agrees to tell an adult if he/she reads, sees, or accesses something inappropriate, or if he/she witness inappropriate use of technology.
13. The student/camper agrees to follow all filters and security measures.
14. The student/camper 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.

**The Richardson School Camper and Family Handbook**  
**Policies and Procedures**