

[Insert District Name] Schools

Private ABA Therapist Guidelines

[Insert District] Schools (“__S”) has agreed to allow a student’s private ABA Therapist and/or Registered Behavior Technician (“RBT”) into school buildings to provide services on a case-by-case basis. This document sets forth the parameters that [insert district abbreviation] expects outside providers to adhere to. Failure to follow these parameters or causing a material disruption in the school day may result in an ABA therapist or RBT being dismissed by the District. Please review and sign and date this document prior to your first day at a [insert district name] School. School administration will keep this document on file and provide you a copy for your records. Please contact [insert special education director] if you have any questions.

- a. The ABA therapist and/or RBT must submit for and provide the results of background checks and drug testing in accordance with Tennessee law, specifically Tenn. Code Ann § 49-5-413. The costs of the background check and drug test will be paid by the ABA therapist/RBT. The results of these checks will be kept on file at Central Office.
- b. The ABA therapist/RBT shall report to, and sign in and out of, the main office each day prior to reporting to the student’s classroom.
- c. The ABA therapist/RBT shall only have direct interaction with the student and teacher. The ABA therapist/RBT shall only have indirect interaction with the other students in their student’s class and shall not use other students for “modeling” or in his or her delivery of any other medically prescribed service to their student.
- d. The ABA therapist/RBT will work cooperatively with the classroom teacher. The ABA therapist/RBT will take data on their student’s behaviors in order to assist their student’s social and learning abilities. However, should the student violate classroom disciplinary rules, the teacher has discretion to engage appropriate discipline consistent with classroom expectations. At all times, the ABA therapist/RBT shall be available for consultation concerning manifestations of disability and/or to provide pertinent recommendations, but matters of discipline are reserved for teachers and school personnel.
- e. The ABA therapist/RBT shall not correct or criticize the school personnel during the school day. If the ABA therapist/RBT has any feedback related to the personnel’s handling of their student’s behaviors, he/she shall contact the school principal, who will review and address these matters, as necessary, or discuss those separately, or additionally, with the 504 or IEP teams.
- f. The ABA therapist/RBT shall not act as a “go between” between the parents and the school. Any changes in the ABA therapist/RBT schedule, changes in

treatment, or anything pertaining to the student shall be communicated to the school by the parent.

- g. The ABA therapist/RBT shall have a direct line of communication with the [insert school name] Principal, [insert principal name], to address any issues or provide feedback.
- h. Copies of any reports or notes created by the ABA therapist/RBT regarding their student and his/her medically related treatment in school shall be provided to the principal for the IEP and/or 504 team to consider in developing goals and programming for the student. These reports and notes shall be kept confidential in accordance with state and federal statutes such as FERPA and HIPAA.
- i. If the parent so agrees, the ABA therapist/RBT will be invited to all IEP and/or 504 meetings to explain their notes and reports and make suggestions regarding behavior interventions for the team to consider.
- j. The ABA therapist/RBT shall not be permitted to film, record, or FaceTime/livestream while at the school.
- k. The ABA therapist/RBT shall not restrain or participate in the restraint of their student or any other student while at the school.
- l. The ABA therapist/RBT assumes any risk associated with coming into a [insert district] School and/or working with their student in a school setting. This assumption of risk is inclusive of, but not limited to, any injury caused by their student and/or any other student in the classroom where they are working.
- m. The ABA therapist/RBT shall not discuss any information learned or observed about other students to parents or others outside of the school system. Additionally, the ABA therapist/RBT shall not try to solicit clients through his/her position in the classroom or from any observation obtained there.

By signing, I am signaling that I have read, understand, and agree to abide by these parameters.

ABA Therapist/RBT

Date