

MEXIA STATE SCHOOL

PARENT ORIENTATION

HANDBOOK



FOREWARD

The programs of the Mexia State School are designed to assist each child in attaining his intellectual potential, recognizing the fact that each child's potential is related to his degree of mental retardation.

It is the objective of the school to prepare the child to be returned to his family and society at such time as the problems that made it necessary for the child to seek residential care, have been eliminated or corrected. Realization of this objective is a cooperative endeavor by the child, the child's parents, and staff of the school.

Mental retardation is a condition and not a disease. It is a condition that cannot be cured, but with special training the retardate can be helped. All departments of the school are continually striving to find ways of improving services to the residents.

Each student is given a comprehensive diagnostic evaluation after his admission to determine the cause of his retardation, if possible; plan a program of training; and determine if the dormitory placement is appropriate. A periodic evaluation of the resident is made to assess the need for a change in his training program.

The school solicits the family's continuing interest in their child as this is important to the resident's adjustment in his new environment.

Parents are invited to always feel free in resolving questions they may have about their child with the appropriate staff members of the school.

Please read very carefully the information contained in this brochure. It is suggested that you file this information in a place that is readily accessible for future reference.

for any reason it is necessary to meet with the Superintendent or his representative, this can be arranged. On weekends and holidays the Superintendent or an Acting Superintendent will be on duty to work with parents if necessary.

The following few pages of information will provide you with each



Administration Building

INTRODUCTION

The Mexia State School, founded in 1946, is the largest state residential facility for the mentally retarded in Texas. Located in North-Central Texas, approximately 40 miles east of Waco and 90 miles south of the Dallas-Forth Worth area, the Mexia State School provides a full range of services for all its residents. In addition, it serves as a diagnostic and referral source for an eighteen-county Central-Texas area.

Operating on the "Team" concept, each area of the campus is served by a psychologist, a caseworker, a physician, and a supervising attendant who are responsible for developing programs to serve the needs of the residents within their area. After a resident has been admitted, a complete diagnostic evaluation is made to determine the particular needs of the resident. He is then entered into those programs which will enable him to develop to his maximum potential.

Most contacts between parents and Mexia State School are conducted through the teams. Since team members are most familiar with the individual residents, they can provide parents with the most current information concerning the progress of the residents. However, if

for any reason it is necessary to meet with the Superintendent or his representative, this can be arranged. On weekends and holidays the Superintendent or an Acting Superintendent will be on duty to work with parents if necessary.

The following few pages of information will provide you with much detailed information about the operation of the Mexia State School. We have attempted to cover as many questions as usually arise from the parents and will help indicate what can be expected from our staff and from you. Together we can provide the best programs available to the retarded anywhere in the United States.



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ADMISSION DAY

Preparation of The Child For Admission

If your child is at all able to understand about being away from home, you should definitely prepare him for this as soon as you know when he is coming, or earlier for the higher-level child. Do not avoid doing so for fear of "upsetting" him. He may be somewhat upset, certainly, but not nearly so much as if you suddenly leave him here with no explanation beforehand. Often the child who has difficulty adjusting here is the one who should have understood at least some of what was to happen and was not told. The child needs to know before he comes to the School that you will be coming later to visit him and take him home from time to time, that you will be writing him, etc. If the child might benefit from a visit to the School before admission, we will be glad for you to arrange an appointment to bring him for this.

Procedure on Admission Day

At the time of your appointment, come to the switchboard in the Administration Building and ask for a Social Service caseworker. You will be accompanied to the dormitory where your child will reside and be introduced to the ward personnel. At this time you should be prepared to part with your child. The clothing will then be taken to the clothing room for marking and you will return to the Administration Building to be interviewed by a Social Service caseworker, the Claims Officer, and the physician assigned to the area in which your child will reside. You should expect to be at the school for three or four hours.

What to Bring at The Time of Admission

It is very important that the following items be brought with you in order to provide all necessary information at the time of the child's admission to the School:

1. Telephone numbers - home, business, and numbers of relatives or neighbors who might help us reach you in an emergency.
2. Copies of any legal papers concerning the custody of your child and visitation privileges of either parent, divorce papers, restraining orders, etc.
3. Social Security numbers of parents; serial numbers if either parent has ever been in the armed forces.

4. Insurance claim forms, if you have hospitalization, and if you want the School to make a claim against this insurance.
5. Physician's prescriptions for any medications the child is receiving, so that our medical staff can know what the child is getting.
6. A one-day's supply of all medications in case the School does not have a particular item on hand when the child is admitted.
7. Copies of any medical, psychological, or school reports that you have or can obtain (that have not already been sent to the School).
8. A list of any questions you think of between now and the admission day so that you will not forget to ask them.

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SOCIAL SERVICE DIVISION

Many of your contacts with the School about your child will be with the Social Service caseworker through correspondence, telephone calls, and conferences, including arrangements for all of your visits with your child. In addition to working with you, the parents, the caseworker works with other staff members in planning for the students, and with some individual students who need and can benefit from a counseling relationship.

Some of the areas mentioned in the following information are not necessarily handled by Social Service, but are related to questions we have found parents to ask. We hope that what is said here will help you know what to expect of the School and how to handle your contacts with the School.

I. HOW IS CORRESPONDENCE HANDLED?

- A. Routine notifications are sent to parents when students are admitted to the School Hospital, even though this will often be for a minor illness, and a notice is again sent when the child is discharged. (Parents will be telephoned by the physician in case of serious illness.) Notices are sent to parents as soon as possible when a dormitory is quarantined with a contagious disease. Parents are also routinely notified when clothing replacements are needed.
- B. Other than the above, reports are not sent periodically or routinely. You must request a report if you desire one and the caseworker will be glad to write to you.
- C. You may write directly to the student. If the student cannot read, but can enjoy receiving letters, someone will read his letters to him, and occasionally a volunteer will write for the student if he can "dictate" a letter. Letters to the child should always be cheerful. All student mail is screened to protect the student from joining record clubs, book clubs, etc.
- D. Use the child's full name and dormitory number on all letters and packages sent to him. When writing to the staff about a student, put the student's full name and dormitory number in the upper left corner of your letter for quicker handling and to avoid confusion. We have many students with the same first and last names - Use middle names too! Be especially careful if your last name is different from the student's.

- E. If you desire a receipt for any package you send to your child (clothing, gifts, etc.), enclose a self-addressed, stamped envelope in the package. Otherwise, receipts cannot be sent because of the time and expense which would be involved. Please do not send us a letter separate from the package asking us to let you know if the package was received. This cannot be done without a great deal of checking between departments, in records, etc. We receive hundreds of packages!
- F. Notify your caseworker immediately of any change of address, telephone number, marital status, or anything that will affect our getting in touch with you, so that we can always reach you in case of an emergency. If you are to be out of town for any length of time, be sure to let us know where to reach you or some other relative in the event of an emergency.
- G. All correspondence to the School staff should be addressed to the Superintendent, noting on the envelope "Attention" of the specific person or division involved - financial matters to the Claims Division, specific medical problems to the Medical Division, etc.

EXAMPLE:

John Doe
112 A. Street
Jonesburg, Texas

Superintendent
Mexia State School
Mexia, Texas 76667

Attn: Social Service Division

- H. Most of your correspondence will be to the Social Service caseworker. Letters should not be sent to the dormitory personnel for any reason - they do not answer letters. Send letters directly to the administrative personnel, not in a letter addressed to the student as it might be overlooked entirely or will, at least, be delayed in reaching its intended destination.
- I. Remember that mail is not received or sent out from the School on Saturdays, Sundays, or holidays.

II. WHAT ARE THE SCHOOL'S POLICIES ABOUT TELEPHONE CALLS?

- A. Students cannot be allowed to make or receive telephone calls, for their own protection, and because we do not have enough lines to allow this.
- B. Most of your calls will be to the Social Service caseworker, the Claims Officer, or the Doctor, depending upon what you need to discuss. You will not be talking directly to dormitory personnel on the telephone as they do not have time to handle your calls while caring for the students.
- C. Always call "person-to-person" for the staff member with whom you need to talk. It is less expensive in the long run. Otherwise, that person may be unavailable and you will have completely wasted your call. (Remember you cannot make a person-to-person call if you "dial direct".)
- D. All calls to the School should be made between 8:00 a.m. and 12:00 noon, or between 1:00 p.m. and 5:00 p.m. Except in a real emergency, do not call the School before 8:00 a.m., after 5:00 p.m., or between 12:00 noon and 1:00 p.m. - the staff is not on duty at those times and the switchboard operator does not have the authority to give you any information or act on any request you make. Also, avoid calling on weekends and holidays. There is only an "officer of the day" on duty in the offices at such times, and this will usually not be the person with whom you need to talk.
- E. Employees are instructed not to discuss the students when they are away from the School for your protection. Therefore, please do not call any School employee at his home to inquire about your child even if that employee happens to be your personal friend. Also, an employee's off-duty time should be respected as private.

III. WHEN I WANT TO DISCUSS MY CHILD'S PROGRESS, OR SOME PROBLEM CONCERNING HIM, WHERE DO I GO?

- A. Usually your conferences will need to be with your Social Service caseworker, who is in a position to obtain information from and work with whatever other personnel are directly involved in what you wish to discuss. When it is necessary for you to talk directly with other staff members, such as the physician, the caseworker can assist you in arranging to see these persons.
- B. Do not attempt to discuss problems, even though minor, with attendants on the dormitory. They have no authority to act upon your requests or complaints - any action they might need to take would have to be upon the instructions of their own supervisor. Also, they do not have time to discuss problems

with you while caring for the students. Then, too, if the students hear you discussing a problem with the attendant and senses even a slight disagreement between the two of you, this may cause problems in his future relationship with the attendant.

- C. When possible, make an appointment in advance for any conferences you desire, so that you can be sure the person with whom you want to talk will be able to see you.
- D. There is always a chance of information being misunderstood or misinterpreted when it goes through a "middle man". Thus you should avoid asking anyone else, including parents of other students, to check on your child or discuss some problem for you with the staff.

IV. WHAT ABOUT VISITING AND TAKING STUDENTS HOME ON VISITS AND FURLOUGHS?

A. What Types of Visits Can Be Arranged?

1. There are five types of visits that can be arranged: on-dormitory visits; on-campus visits; off-campus visits for a few hours or "for the day"; visits away from the School overnight or longer, up to eight days; and furloughs - visits away from the School eight days or longer.
2. The type of visit which can be arranged for an individual child will generally be determined by the parents. In some cases restrictions may have been placed on the type of visits a child may have by legal authorities.

B. When May We Begin Visiting, And How Often May We See Our Child?

1. The student is not allowed to have visits from any relatives or friends during the first thirty days after admission. Both the student and his family will need that time to adjust to the child's being at the School. (You may correspond with the student during this month and may visit or call the caseworker for reports on him.)
2. Your first visit should be either on campus at the School or out for the day - not at home and not overnight.
3. After the first visit, if the student's adjustment is satisfactory, you may begin taking him home for weekends, and later for longer visits and furloughs on holidays and in the summer (or at anytime if he is not in class and does not have an off-campus job). The frequency and type of your visits will, of course, be partly determined by the distance from your home to the School. It will also be

determined by the type of child you have and how he reacts to visits and furloughs. For many children two visits a month seem to work out well. You may be allowed to visit as much as once a week if the child's adjustment is not disturbed by the frequent visits. However, we do not feel you should take a child home or out overnight more than twice a month - otherwise he is apt to be in constant turmoil. Some children are too disturbed even by two visits. You will be allowed to set your own pattern of visiting at the beginning. Then if we feel there needs to be changes in the frequency or type of your visits, we will be contacting you about this.

C. What Are The Visiting Hours?

1. You may visit on campus from 9:00 a.m. to 11:00 a.m., or from 1:00 p.m. to 4:00 p.m. only. (This also applies to visits in the Hospital and Nursing Section unless a student is considered critically ill.)
2. Students may be picked up to go off campus and may be returned to the campus from 9:00 a.m. to 11:30 a.m., or from 1:00 p.m. to 4:30 p.m. If the student is going out overnight or longer, he may also be picked up or returned in the evening from 6:00 p.m. to 8:00 p.m.
3. If your child is in an academic class, or is placed in an off-campus job as part of his vocational training, you are expected to arrange your visits in such a way that they will not conflict with these training programs.
4. If you will be visiting, picking up, or returning a student on Sundays, check with the attendant about the hour of the student's worship service so that your arrival will be either before or after the service, not during it.

D. What Are The Procedures When We Come For a Visit?

1. In order to be admitted to any dormitory, you must first come to the switchboard in the Administration Building and sign the student's visiting card or visiting form each time you come to the school.
2. If you are taking the student off campus, you must sign an approved visiting form or furlough form which has been prepared in advance and placed at the switchboard. You will not go to the dormitory until you have been advised by the operator that the student is ready.
3. The student should always be picked up at the dormitory in the attendant's presence. If you should happen to meet your child on the campus before reaching the dormitory,

do not pick him up and begin your visit. The attendant must see that the child is with you. Similarly, when you return a child to the campus, do not let him out of your car to go into the dormitory alone.

4. When taking the student out, be sure to ask the attendant for any medications the child is receiving - the attendant could forget to give it to you.
5. If you have had a student off campus for the day, overnight, or on furlough, please stop at the switchboard and sign him in before returning him to the dormitory. The student cannot be accepted at the dormitory until the attendant has been notified of his return by the switchboard operator.

E. How Do We Arrange The Visit?

1. You must arrange in advance for all visits or furloughs by writing or calling the Social Service caseworker, or by requesting a visit at the switchboard. This is necessary in order for you to be sure you will get to see your child. If you are not expected, the student could be involved in some off-campus activity when you arrive, or there could be a quarantine on his dormitory about which you have not had time to receive notice, etc. Advance arrangements are also necessary for the caseworker to approve and confirm your visit; for the visiting form to be prepared; and for the child, his clothing, and any medications to be ready if you are taking him out. These arrangements should be made as far ahead of time as possible, but definitely by the times indicated in the following items:
 - a. If you are requesting a visit or furlough by letter, it must reach us at least four days before the visit if you expect to receive a confirmation letter. Otherwise, it may be necessary to call you collect if the visit cannot be approved for some reason.
 - b. In order to have medication ready for a furlough, it is VERY IMPORTANT that all furlough requests be made and received at the Mexia State School at least three days before the furlough begins, or by Wednesday if the resident is going out on the weekend. This will help avoid long delays while medication is prepared.
 - c. Even if you are making your request by telephone and medications are not involved, all requests for visits or furloughs during the weekend must reach us before Friday.
 - d. At holidays and at the end of the academic school year in May, when we have several hundred students leaving the campus at one time, all requests for visits and furloughs must reach us at least a week in advance,

4. Relatives whose names you listed on the family history sheet (part of your application) will be allowed to visit without you unless you inform us they should not. They will not be allowed to take the student off campus unless you have specifically told us they may.
5. No person other than relatives, employees of the School, or School volunteers will be allowed to visit your child or take him off the campus unless you have given us their names and specifically informed us what visiting privileges they may have.
6. Persons which will be visiting your child should be informed of the necessity of making advance arrangements for visits and furloughs. They may make their own arrangements or you may make the arrangements for them.
7. School employees and volunteers are allowed to visit and take students off campus when it is felt that this will be beneficial to the student. Employee requests to take a child off campus are carefully evaluated by the caseworker and the Superintendent. Volunteer requests are screened by the Social Service caseworker and the Volunteer Services Division.

V. HOW IS CLOTHING HANDLED?

- A. You will be given a list of clothing to be brought when your child is admitted to the School. That same list is the quota your child should have at all times - no more, no less! Please do not bring additional clothing unless we have requested it or you are exchanging it for something already here. We do not have storage space for excess clothing.
- B. All clothing should be cotton, if at all possible, since it must be laundered in our large commercial-type laundry. Delicate and expensive clothing should be kept at home; then if you wish your child to wear it when you take him "out", you may bring it with you, dress the child after you arrive, and take this special clothing back home with you.
- C. Your child's clothes will be marked with his name and dormitory number here; you do not need to mark clothes before bringing them.
- D. When you bring additional clothing for your child after he has been admitted, they must first go to the dormitory. Here they will be tried on to see if they fit the student before being sent to the marking room.

- E. When your child is admitted, you will be asked to sign a statement advising us what to do about clothing that is worn out or outgrown. Your request will be carried out accordingly.
- F. As your child remains in School, you may become unfamiliar with his clothing sizes, making it difficult to shop for him. Of course you may obtain this information through the Social Service Department; or, if you prefer, you may leave money in his Trust Fund account specifically designated for clothing and our clothing clerks will shop for him.
- G. Keeping up with the clothing of 2,600 students is a mammoth task! If we are to manage this task, it is necessary to follow various careful procedures such as checking clothing out and in again for visits and furloughs. Your cooperation with attendants in this matter is essential and will be helpful to you and the School.

VI. WHAT PERSONAL POSSESSIONS CAN A STUDENT BRING TO THE SCHOOL?

- A. The student may bring only a minimum amount of personal possessions to the School since we do not have adequate storage space for many such items.
- B. All personal possessions including radios, cameras, record players, electric razors, watches, jewelry, etc., are brought at your own risk. The School cannot be responsible for loss or damage of such items. Thus it is advised that expensive items of any kind not be brought to the School but kept at home for the student's enjoyment there. On some dormitories for younger children and for more severely retarded children, some of these items will not be accepted at all.
- C. Certain large items can be accepted only as donations through the Volunteer Services Division with the understanding that these become the property of the School and will be used as the School sees fit.
- D. The parent and student must recognize that any games, toys, books, etc., brought to the School will be shared with other students and may be damaged by other students. If either the parent or student is going to be upset by such an occurrence, the objects in question should not be brought.
- E. Objects such as pocket knives, lighters, or anything that could be dangerous to your child or other students cannot be accepted at all.

- F. If you have questions about bringing any item to the School, check with the dormitory personnel and/or the caseworker before bringing it.

VII. WHAT ABOUT BARBER AND BEAUTY CARE?

- A. All students receive regular barber and beauty care. When a child is scheduled for an off-campus visit or furlough, he always receives grooming services. In many cases this attention is rendered by professional personnel, but due to the large population this is impossible in every case. In such instances the grooming procedures are performed by dormitory personnel.
- B. If you prefer to cut your child's hair when he or she is at home on visit, notify your caseworker directly so that your request can be recorded. If you decide to do this, you will be expected to keep the child's hair reasonably short so that it can more readily be kept neat and clean. This is especially true in the summer when the ambulatory students will be in the swimming pool frequently. It is also especially necessary for more severely retarded and bedfast students to have rather short hair.

VIII. ARE STUDENTS ALLOWED TO HAVE SPENDING MONEY?

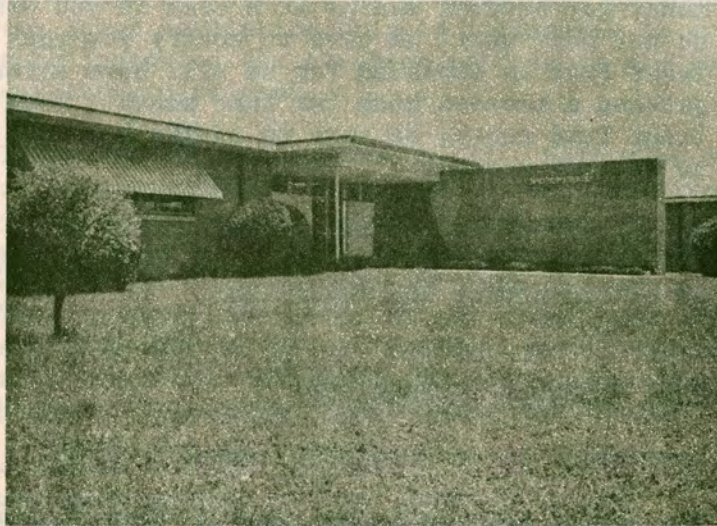
- A. For all students who are able to enjoy treats from the campus canteen - candy, ice cream, drinks, etc., - parents are requested to furnish a small amount of spending money, referred to at the School as "Trust Fund". The amount requested varies from \$1.00 to \$12.00 a month depending upon the level of the child. In many cases, of course, the student is not capable of making purchases himself so purchases are made for him from these funds. The Claims Office will discuss this matter with you at the time of your child's admission.
- B. The money received from the parents is not given directly to the child, but is placed in his individual Trust Fund account. Withdrawals are then made from this account monthly to purchase canteen books containing coupons which can be exchanged for items at the canteen.
- C. Those students who are able to handle money adequately are allowed to keep \$1.00 or less on the dormitory. Other than such small amounts, any money for the child should be left with the cashier; or, on weekends, at the switchboard in the special envelopes provided. When mailing Trust Fund money to the School, it should be sent to the cashier. Please make your checks payable to the Mexia State School Trust Fund account indicating on the check the name of the

student for whom it is sent. Trust Fund payments may be sent with Board and Treatment payments, but indicate how much is to be deposited to each account.

- D. It is suggested that Trust Fund money be submitted within the first few days of each month in order for the student to receive a canteen book. The books can be issued only once a month and if funds are not available for a particular student at the time they are issued, he cannot obtain his canteen book until the next month. You may send Trust Fund money for several months at a time if you wish, but please do not wait until we have to notify you that your child's Trust Fund is depleted for he will have already missed getting a canteen book for that month. When submitting Trust Fund money, be sure to advise how much your child is to receive monthly.
- E. Any time you wish to check the amount of the balance in the student's Trust Fund account, you are welcome to do so by contacting the caseworker.

IX FOR YOUR PERSONAL INFORMATION:

- A. Your child is on Dormitory number L-5.
- B. The Social Service Caseworker is Judy Butler-Jam III
- C. The Psychologist is Herk Alston.
- D. The Supervising Attendant is Mrs. Zuber.
- E. The Physician is Dr. Burns.



Hospital

MEDICAL DEPARTMENT

The purpose of the Medical Department is to provide medical care for the students within the limits of existing facilities. Medical care is provided by staff physicians, nurses, laboratory technicians, pharmacists, and consultants as needed.

In order to provide better care for students in residence at Mexia State School, it is necessary to make a diagnosis as to the cause of the mental retardation. For this reason copies of all important medical records developed by hospitals, clinics and personal physicians are needed. The parents should provide, if possible, such reports when the student is admitted; otherwise they should sign a "Release For Information" form, which can be used to obtain the necessary medical data. In order to complete the diagnosis certain tests will be conducted after admission; the tests will include X rays, blood tests, etc.

Medical care will be provided for all students at the institution. In case of minor illnesses the patient will be seen in the clinic; if it is more than a minor illness, the patient will be admitted to the institutional hospital. In cases where hospitalization becomes necessary,

the parents or relatives will be notified by letter and if the patient becomes critical, the notification will be made by telephone contact. If surgery is recommended the necessary notifications will be made and the person responsible for the patient will be required to sign an Operative Permit Form giving consent for the surgery. Surgical facilities are not available at this institution and patients are sent to Terrell State Hospital, Terrell, Texas, to have surgery performed. If the parents or responsible person elects to have the surgery performed by a family physician, Mexia State School will not provide the funds.

When a child is being admitted to the Mexia State School, a copy of all prescriptions and at least one day's supply of all drugs, which he is receiving, should be brought by the parents or person responsible for his admission. Drugs will be furnished by the institution for those students who require medications as their condition warrants. A registered pharmacist is on duty eight hours a day, and Mexia State School has a stock of the drugs most commonly used in treating mentally retarded children. A seven-day supply of medication will be furnished for students going on visit or furlough; after seven days, the person responsible for the student will be required to supply the necessary drugs. Therefore, it is important that the institution be notified at least four days in advance when a student is to go on visit or furlough in order that the necessary drugs can be properly dispensed and the necessary prescriptions prepared.

Immunizations - Children should be immunized for diphtheria, whooping cough, lock-jaw, poliomyelitis, smallpox and typhoid fever before entering the institution. An accurately-dated immunization record, signed by a physician, should be furnished prior to or upon admission of the child to Mexia State School.

If a resident on visit or furlough from the institution becomes exposed to any communicable disease, when he returns to the campus this information should be conveyed to the physician so that he may isolate the student to avoid spreading the disease.

The physician will take a detailed medical history and conduct a physical examination of each individual being admitted to Mexia State School. Cooperation of parents in this matter will be greatly appreciated.

All female residents must have a statement, signed by a physician, no more than ten days prior to admission, indicating that the girl is not pregnant. If at the time of admission the girl is pregnant, or if she is returned from furlough pregnant, she will be immediately returned home until after the delivery of the child.

NURSING SERVICE DEPARTMENT

The Nursing Service Department consists of a Clinic and a sixty-bed Hospital with a thirty-bed wing for male residents and a thirty-bed wing for females. When a student becomes physically ill, his care is the responsibility of the nurses working together with the child's ward doctor.

CLINIC SERVICE:

When a student becomes ill he is sent to the Clinic where the physician examines him and prescribes medication or treatment. If it is necessary for the student to enter the Hospital, the physician admits him. Instructions are directed by the physician to dormitory personnel for medications or treatments to be administered to the student on the dormitory.

The Clinic Nurses assist the doctors with physical examinations, change dressings and give treatments as prescribed. They also perform duties such as adjusting eyeglass frames and giving injections as ordered by the physicians. The Clinic Nurses are on call for emergencies on all dormitories.

The emergency room is equipped for the resuscitation of patients, oxygen therapy, aspiration of patients, suturing wounds, and applying casts.

It is especially helpful if the child to be admitted has had his immunizations completed before admission day. An accurately-dated immunization record, signed by a physician, is urgently requested.

Immunizations for influenza, smallpox, diphtheria, tetanus, poliomyelitis, measles (8 years old or younger), and tuberculin tests are given each year as the child needs them.

HOSPITAL SERVICES:

Students are admitted to the Hospital for medical treatment when attendant personnel and ward facilities cannot adequately care for them, or for observation of minor complaints. Parents are always informed when their child is admitted to the Hospital.

The Hospital Nurses assist the doctor in the care of injuries and illnesses when the Clinic Nurses are off duty.

The Hospital is equipped to give detailed nursing service, including special feeding oxygen therapy, intermittent positive pressure breathing, blood transfusions and intravenous fluids, bladder drainage, gastric suction, aspiration of excess mucous in mouth and throat, weight and measure, blood pressure, collection of various specimens, and other procedures.

Medical and nursing care records are kept to provide the physician with pertinent information needed in making his judgments.

The following is a discussion of some of the services provided in detail of the residence.

HOUSING: This department operates 46 of the 48 dormitories housing students on the campus. These facilities are in good condition and all except seven of them are modern brick or masonry construction. All bed-patient and wheel-chair dormitories are air conditioned.

The campus is arranged so that there is a desirable degree of separation of male and female residents, and each resident is carefully placed so that he will be with others of the same age and ability as much as is possible.

CLOTHING DIVISION: Clothing is a very important aspect of the resident's life. It is easy to see that the problem of keeping up with the clothing and seeing that he always has something to wear is one of great magnitude and requires the cooperation of all concerned. A Clothing Division has been established to coordinate this endeavor.

MAIL DISTRIBUTION: Most of the residents at Nevada State School look forward to receiving a letter or gift from their family or other loved ones. This department is responsible for seeing that he receives those letters and packages as quickly as possible after they have been read and approved by the Social Service Department.

SHOE SHOP, BEAUTY AND HAIRER SHOP: This department supervises the operation of a shoe shop and beauty and barber facilities on the campus. These operations are staffed with trained personnel who coach their respective operations to specially selected residents and render professional services for all.

TRANSPORTATION: These vehicles are maintained and special drivers hired to transport residents to and from other facilities in the state, as well as locally on and off campus.

DEPARTMENT OF RESIDENT LIFE AND TRAINING

The Department of Resident Life and Training is concerned with virtually every facet of the resident's life on the campus. It is this department's goal to promote his comfort, welfare and personal development as much as possible.

The following is a discussion of some of the services provided in behalf of the residents.

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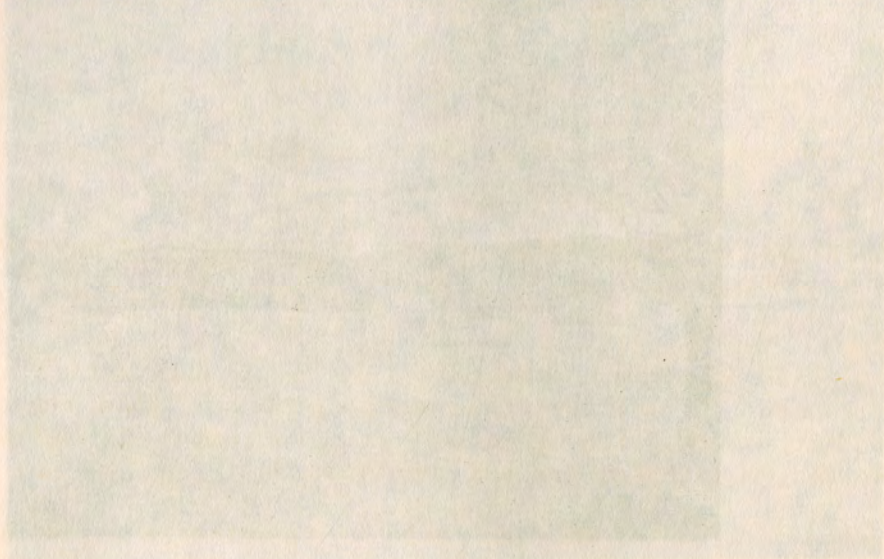
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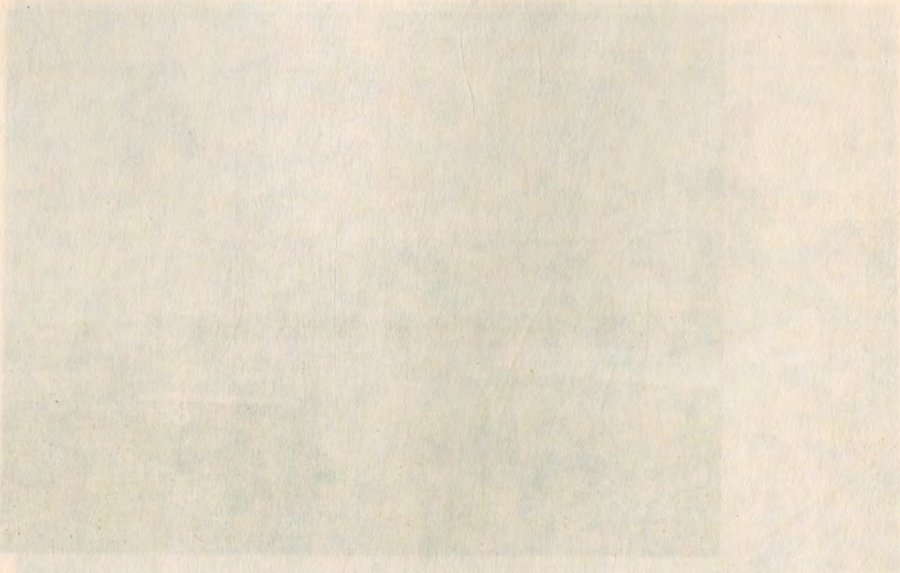
SHOE SHOP, BEAUTY AND BARBER SHOPS: This department supervises the operation of a shoe shop and beauty and barber facilities on the campus. These operations are staffed with trained personnel who teach their respective vocations to specially selected residents and render professional services for all.

TRANSPORTATION: Three vehicles are maintained and special drivers hired to transport residents to and from other facilities in the state, as well as locally on and off campus.

TELEPHONE SERVICE: This department is responsible for seeing that a switchboard operator is on duty around the clock to provide instant communication to and from the campus. This insures the welfare of the residents as well as convenience for persons who might be interested in getting a message to one of the residents or school officials.



The Martin Area houses non-ambulatory and semi-ambulatory male and female residents of all ages who will be in need of constant nursing attention.



The Whitcomb Area houses severely retarded female and male residents of all ages who will be in need of constant nursing attention.

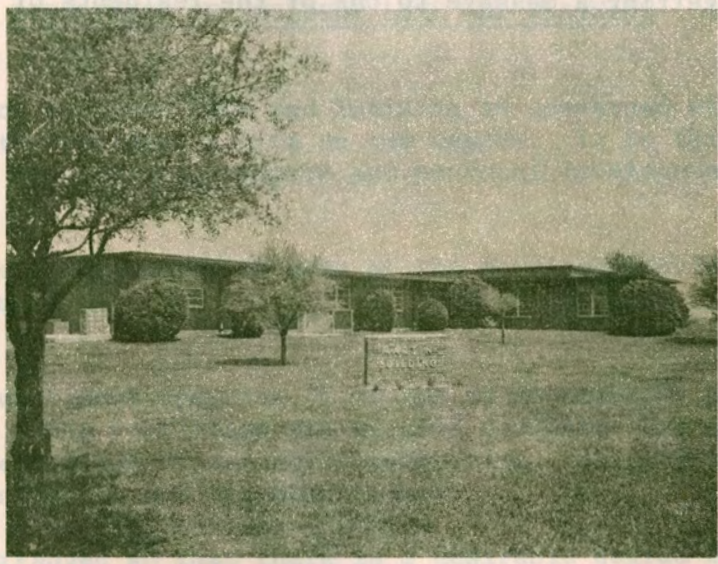
TELEPHONE SERVICE: This department is responsible for seeing that a switchboard operator is on duty around the clock to provide instant communication to and from the campus. This insures the welfare of the residents as well as convenience for persons who might be interested in calling a resident in order to contact school officials.

The department of transportation oversees every facet of the school's fleet of buses and vans to insure that they are in good working order at all times.

The following is a list of the departments and their functions:

HOUSING: This department is responsible for the care and maintenance of the campus. It insures that the campus is a safe and pleasant place to live.

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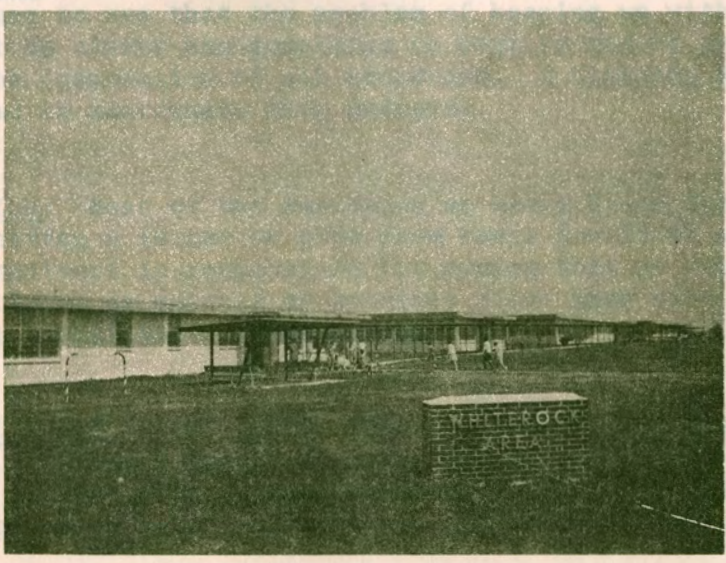


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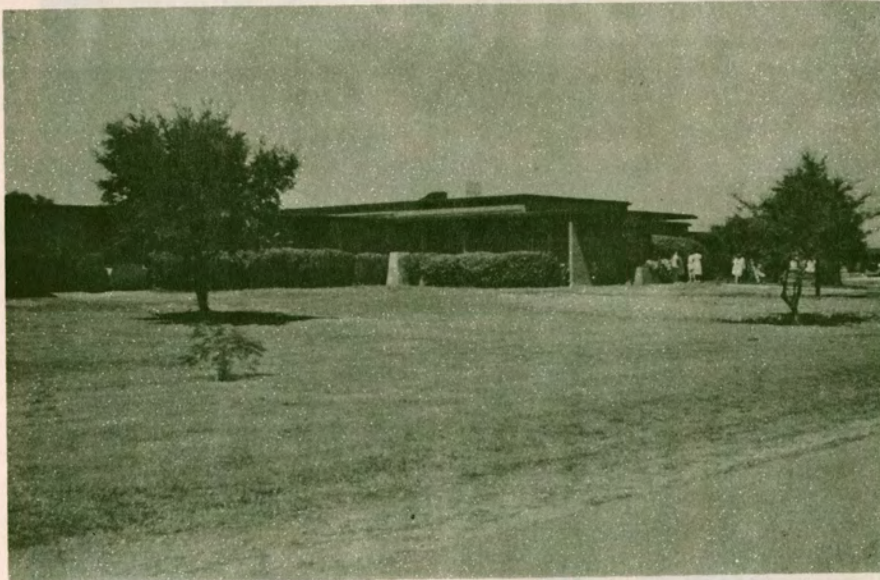
CLOTHING DIVISION: Clothing is a very important aspect of the resident's life. It is the responsibility of the clothing division to insure that the residents have adequate clothing for all seasons.

MAIL DISTRIBUTION: The mail division is responsible for the distribution of mail to the residents of the campus.

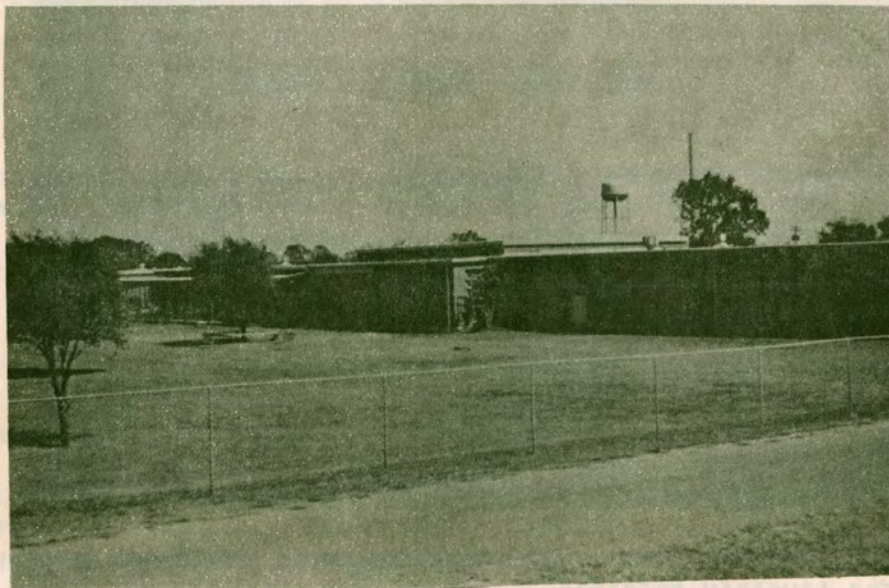
RECREATION: The recreation department provides a variety of activities for the residents of the campus.



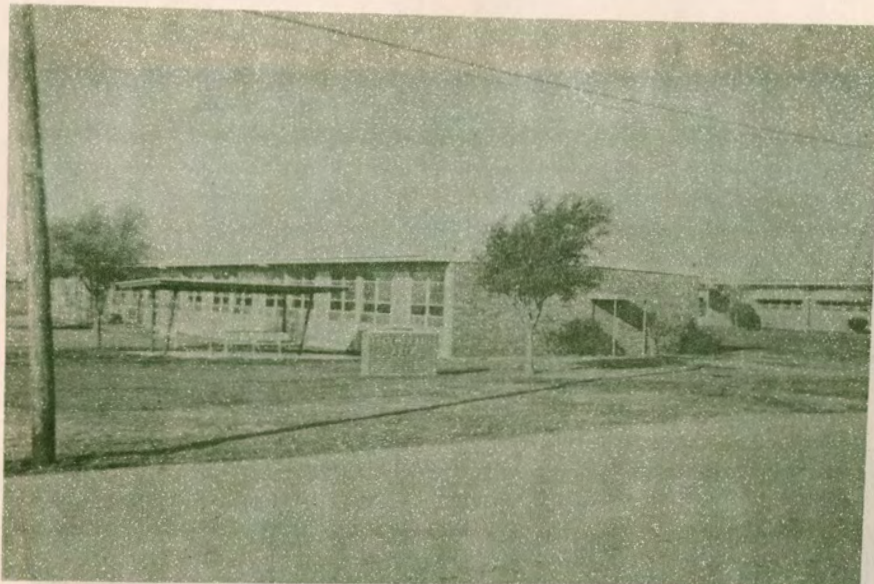
The Whiterock Area houses severely retarded teenage and adult women



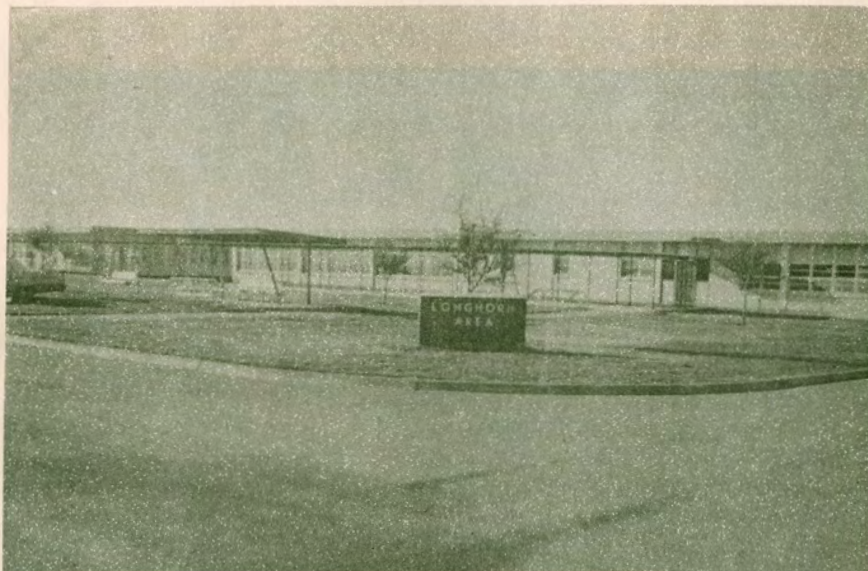
The Shamrock Area houses adult females, most of them vocational rehabilitation clients



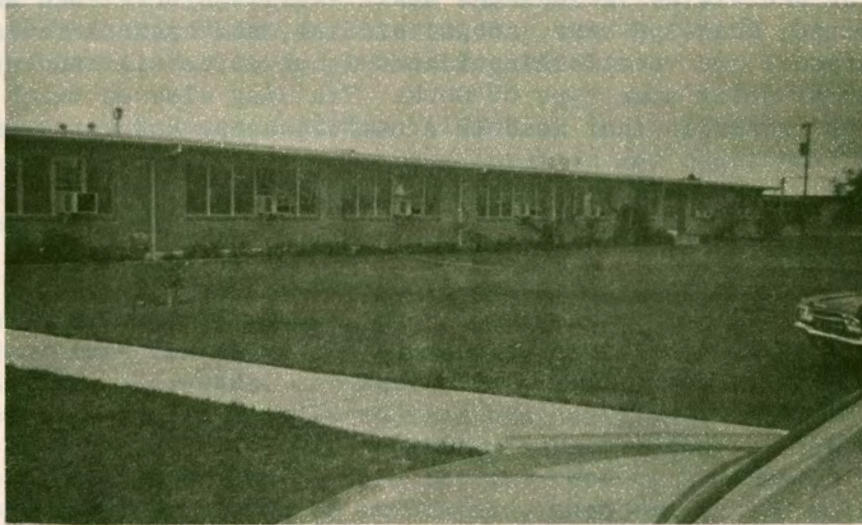
The Barnett Area houses older adult women and the severely retarded



The Central Area houses school age boys and vocational rehabilitation clients



The Longhorn Area houses the older male residents and the severely retarded



Academic School

ACADEMIC AND TRAINING SCHOOL

The school program provides the opportunity for the retarded child at the Mexia State School to grow physically, mentally, and emotionally and socially and to develop vocational and occupational skills within his capabilities and limitations. The objective is two-fold in that education and training must prepare some students for return to their communities if possible while helping others to adjust to a full and worthwhile life within an institution. Teaching and training is always concerned with the direction of students toward goals of being accepted within the environment in which they will live.

Personnel include a principal, secretary and eighteen fully qualified and experienced teachers. The teachers have been certified by the Texas Education Agency in special education, music, homemaking and art.

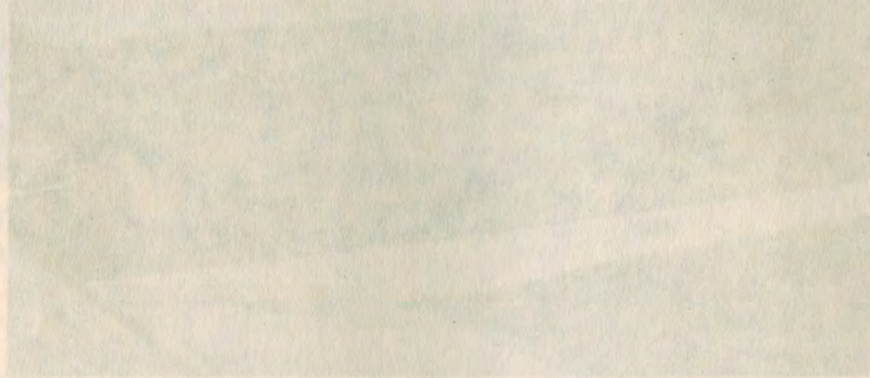
The school building consists of twelve classrooms and a library. Other buildings near the school building are utilized by arts and crafts, music and homemaking classes.

As noted above, the purpose of the program is to educate or train the student to live within his or her environment. This might be return to

the home or continued living at the Mexia State School. The school works closely with the Department of Rehabilitation in training and guiding those students who might be able to return to the home or community in worthwhile employment. Close cooperation is also maintained in the training of students for on-campus jobs.

The school program is based on the Texas Plan of Special Education for the Mentally Retarded Child. The organization of classes and curriculum are similar to the better Special Education programs in the public schools.

Learning activities include the basic skill subjects such as reading, arithmetic, language arts, social studies, and basic science and health. Occupational and vocational guidance is given to all students who are capable of doing some type of work. Training classes teach and train students in skills that lead to a useful, happy and more worthwhile life.



Mexia State School

ACADEMIC AND TRAINING SCHOOL

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VOCATIONAL REHABILITATION

The Vocational Rehabilitation Department at the Mexia State School is operated and staffed by the Vocational Rehabilitation Division of the Texas Education Agency under an Inter-Agency contract with the Texas Department of Mental Health and Mental Retardation.

The basic purpose of Vocational Rehabilitation is to provide the handicapped person, of working age, with the services and opportunities necessary for him to become, to the fullest extent possible, a useful and productive member of society.

The goal of Vocational Rehabilitation is a job, a feeling of personal worth, a sense of accomplishment, and adjustment to the society where the individual must reside in the community, where possible, or the institution, when necessary. At Mexia State School an attempt is made to plan a program for each child so that his habilitation may be achieved whether it is expected he will someday leave the institution and return to the community or remain here for the rest of his life. If such a climate of habilitation can be maintained, then each child will have the opportunity to grow and develop socially, emotionally, and scholastically to the best of his ability.

The on-campus work placement program serves two distinct purposes. First, the work and training situation is therapeutic for the students involved--they are kept busy, taught good work habits, and learn the satisfaction to be gained by work well done. Success is essential for good adjustment. Each child, who is physically or mentally capable is given an opportunity to have a successful work experience. Second, the use of well-trained working students augments and improves the services we are able to give to residential students. Through utilizing student workers and trainees, the institution is able to expand service.

Our campus training program is two-fold. The student with the potential to return to the community and become a productive member of our society is given every opportunity to learn a job on campus that relates to a similar job in community life. When a student has shown he possesses those qualities necessary for employment and is ready to enter the competitive labor market, he is moved from a training situation to regular employment, in many cases in his own community. The student who does not have the potential to return to the community and enter the labor market is trained for a job on campus, commensurate with his abilities, and is encouraged to become a useful, productive member of his community--the institution.

Through a cooperative agreement with the Cen-Tex Association for Retarded Children and the Mexia State School, residents capable of returning to the community and who have demonstrated work potential may go to one of the three facilities:

The Cen-Tex Sheltered Workshop



Located in Mexia, the Cen-Tex Sheltered Workshop offers a variety of industrial and commercial work situations to provide clients with work training and evaluation.

The Cen-Tex Rehabilitation Center for Girls



Also located in Mexia, this facility provides young ladies with an opportunity to learn domestic arts, good grooming, manners, and social skills necessary for success in the community.

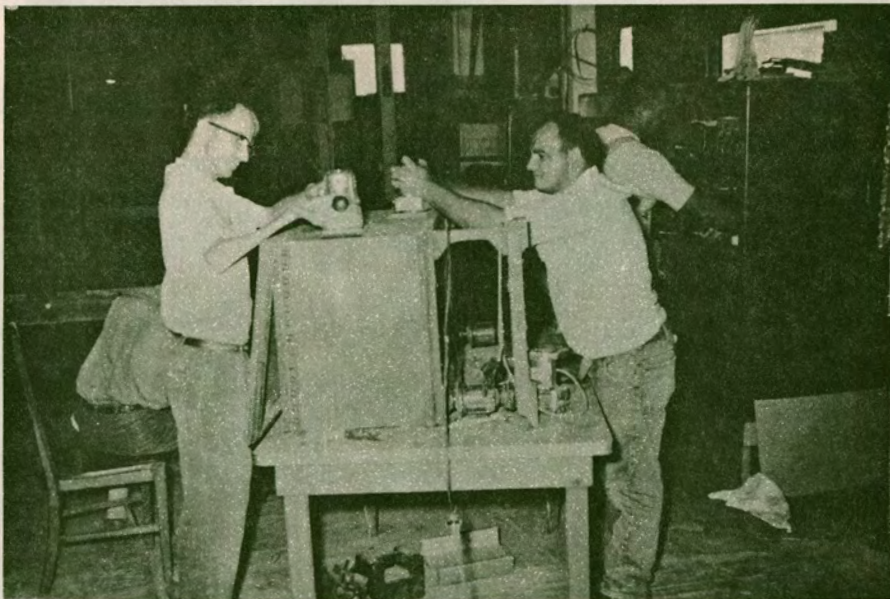
Edwina Manor

After successful completion of the Cen-Tex Center's program, young ladies have the opportunity to move to this facility in Waco. Qualified personnel help prepare the clients to adjust to an independent living situation. Upon completion of this program, hopefully the clients will be ready to be discharged from the Mexia State School and become contributing members of society.





Scenes from Cen-Tex Rehabilitation Center



Scenes from Cen-Tex Sheltered Workshop

Also located in Texas, this facility provides young ladies with an opportunity to learn domestic arts, food processing, manners, and social skills necessary for success in the community.

RECREATION DEPARTMENT

The philosophy of the Recreation Department of the Mexia State School is to provide our students with adequate, meaningful activities which promote their maximum physical, social, mental, and emotional growth.

The levels of physical and social development which the students have are the primary consideration. Their physical growth progresses much faster than their mental growth. These factors which are in variance with that of the normal child are considered in the structuring of a recreational program which is an obtainable challenge to all retarded students. Individual differences are recognized in order to best meet the needs of each individual.

It is emphasized that the Recreation Department is not structured to operate in isolation from the rest of the school's programs. The role is more overall direction of formal recreational activity and assistance to all attendant personnel, volunteers, and the entire staff in seeing that a complete, organized, and natural program is available to the children.

While there is no means of objectively listing all of the values to children from a good recreation program, some of the more specific objectives of this department are listed below:

1. To teach the individual to follow instructions and to teach him games, rules, lining up, etc.
2. To build the musculature to the fullest extent according to the individual.
3. To train the individual toward more profitable and positive leisure time activities.
4. To teach the child wholesome play activities.
5. To interest the individual in the natural habitats around him.
6. To make the individual aware of the beauty and pleasures around him.
7. To release tensions and emotions through play.
8. To encourage each student to perform every task or job to the best of his or her ability.
9. To teach success as well as acceptance of loss or defeat.

10. To promote social development through sharing, cooperation, and group inter-relations.

All students are offered a year-round recreational program comprised of physical activities that will meet their interest, capabilities, and needs. This program includes individual and team sports, arts and crafts, aquatics, social activities, creative activities, and music activities. This program is designed to instill in the students a sense of physical well-being, acceptance, affection, achievement, stimulation, muscle development and an individual knowledge of the proper use of leisure time through individual and group pursuits, both supervised and non-supervised.



Swimming in the Summer



Day Camp at Lake Mexia

CHAPLAINCY SERVICES

The philosophy of the chaplain's department is in accordance with the philosophy of the many departments throughout the School.

"To have a compassionate heart for the unfortunate; to bring each one to the place of usefulness unto himself and others; and to lend a helping hand."

The department recognizes and attempts to meet the spiritual, moral and emotional needs of each child.

The staff of the chaplain's department consists of a resident Protestant chaplain who coordinates the total religious program, an assistant Protestant chaplain, a music therapist who is responsible for the music in the total religious program, and a part-time Roman Catholic chaplain who ministers to the Roman Catholic residents.

Religious services are conducted for all students throughout the School. Weekly devotionals are conducted on the dormitories; a mid-week song and prayer service is conducted in the Chapel; and Sunday School classes are held on the dormitories each Sunday under the direction of college student volunteers. On Sundays during the summer, worship services are held in the amphitheater late in the evening. On Sundays during the winter, worship services are held in the Chapel at 9:00 a.m. and 3:15 p.m. Roman Catholic services, which are under the direction of the Roman Catholic chaplain, are conducted on Thursdays at 3:30 p.m. and every other Sunday at 2:00 p.m. There are many volunteers who assist in the Catholic services.

Many of the students participate in a sacred music program that is shared with churches and civic organizations throughout Central Texas. These programs are under the direction of the chaplain, or assistant chaplain, and the music therapist.

The resident chaplain, assistant chaplain and Roman Catholic chaplain are available at any time a need arises for counseling services.

Public relations are accomplished through the local Ministerial Alliance, Bi-Stone Baptist Association, Chamber of Commerce, speaking engagements at various civic functions, and Cen-Tex Association for Retarded Children.

CLAIMS OFFICE

The laws of the State of Texas require that State Hospitals and Special Schools collect for the support, maintenance, and treatment of non-indigent patients and students. The purpose of the Claims Office is to set these rates and keep all pay-patient records. The Governing Board has established the maximum rate of \$320.00 for the first thirty days and \$207.00 per month thereafter. "Charges may be made for the full amount of cost or a lesser amount based on ability to pay, to be determined by the Legal and Claims Division under a formula approved by the Commissioner; provided, however, rates assessed wholly against parents of mentally ill and mentally retarded persons based on ability to pay may not exceed \$141.00 per month.

When you come for admission, you will be interviewed by some member of the Claims Office. Your Financial and Property Statement, which you filled out when you made application to the School, will be reviewed with you; and a rate will be established. In some instances, hospitalization insurance will pay a part of the \$252.00 charge for the first thirty days. If you want us to make a claim against your insurance company, it is suggested that you bring claims forms with you at the time of admission. Please bring an extra copy of the forms for us to keep in our files.

In some instances, your child may be receiving a Social Security Award or a Veteran's Pension or may become eligible for one in the future. Please bring Social Security numbers of both husband and wife and also service serial numbers if either parent has ever been in the Armed Services.

The rate that is arrived at on the day of admission is not necessarily the rate you will continue to pay. These rates can be adjusted, either up or down, with adequate reason. Some of the reasons might be loss of work and decrease in family income, or increased family income, divorce, etc.

All pay patient records are kept in the Claims Office, and charges are made by the month. No charge is made if the child is at home for a period of eight days or longer, but it must be a period of eight consecutive days. The day of departure is considered a full day at the institution, and the day of return a full day away from the institution.

We do not send regular monthly statements, but we will be glad to furnish a statement at any time upon request. We also send statements if an account becomes delinquent. If an account becomes delinquent and no effort

is made to pay this account, the account may be assigned to our Field Representative, who will then investigate the account and take whatever action seems feasible.

Regardless of the rate paid by the parent, whether high or low, or whether a rate is paid at all, there is no distinction made in the care which the child receives.

Please remember that we request that you bring four things with you when you come for admission:

1. Social Security numbers of both parents.
2. Serial numbers if either parent has ever been in the Army, Navy, etc.
3. Insurance Claim forms, if you have hospitalization insurance and if you want us to make a claim against this insurance.
4. Copy of last year's 1040 or 1040-A, Internal Revenue tax form.

THE FUNCTION OF VOLUNTEER SERVICE IN THE
MEXIA STATE SCHOOL

The Volunteer Division functions in four specific areas of service:

1. Public Education - The approach in this area of service is made through contacts with individuals and organizations visiting on campus and in complying with requests from organizations and groups for formal programs.
2. Training - To train a sufficient number of Volunteers to supplement the staff and other school personnel in services to the residents.
3. Essential Needs - To provide essential needs of the residents to include material gifts and entertainment of therapeutic value which are not provided through funds budgeted to the school by the State Legislature.
4. Community - At the community level, our program reaches out and strives for promotion of public understanding and acceptance of the retardate by all members of society, with much stress for acceptance by the younger citizens.

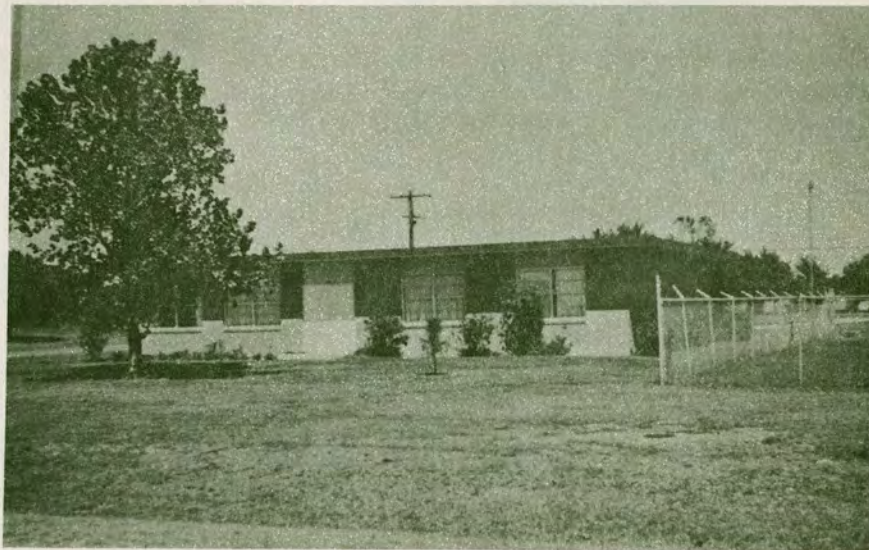
Outstanding services and contributions promoted through the Council membership and personnel of Volunteer Services are: provision of a television set for each dormitory; providing monthly trust fund accounts in the amount of \$1.00 each for many needy students; obtainment of sponsors of residents by local clubs, church groups and organizations; sponsoring regular birthday parties; providing for resident participation in Girl Scout and Boy Scout activities; providing annual off-campus Easter activities for approximately 12,200 residents; provision of a play-park, the "Enchanted Forest", for quiet and restful relaxation of residents and their visitors; provision of a day camp at Lake Mexia; construction of a concrete swimming pool and wading pool and playground equipment; assistance in furnishing the half-way house, "Edwina Manor", in Waco; provision of on-campus professional and amateur entertainment and parties, and off-campus activities such as Texas State Fair, Six Flags Over Texas, a day at Bill Daniels' ranch in Liberty, ball games, rodeos and picture shows; provision of gifts for all residents at Christmas; and organizing and conducting a drive for funds for an all-faiths chapel. Providing extra-curricular activities for the residents is deemed essential for their social training and adjustment to school life.

Parents are cordially invited to become members of the Volunteer Council. There are no membership dues. Parents wishing to place their name on the membership list may contact Volunteer Service.

Also, parents are invited to become active Volunteers performing specialized services on campus in the interest of the residents. It is necessary to satisfactorily complete an orientation to become a regular Volunteer. Additional information concerning the orientation classes can be secured in the Volunteer Service Division.

SINCE THE VOLUNTEER SERVICE IS ONE OF THE SEVEN DIVISIONS COORDINATING THE PROGRAM FOR THE MENTAL RETARDATE, IT IS NECESSARY THAT PARENTS CONTACT THIS DIVISION IN PRESENTING GIFTS TO THE SCHOOL, PLANNING PARTIES, AND SEEKING PERTINENT INFORMATION FOR COMMUNITY PARTICIPATION.

We solicit your service as a Volunteer to serve as a liaison between school and community. The Volunteer provides valuable assistance as "public relations ambassador" to the community, telling friends and neighbors about the care and treatment programs and the role of the community in assisting in these programs. As an interested person, you can relay this message to the public to help in the responsibility of providing care and treatment for the retarded through tax moneys, and in addition to providing a place to live, learn, work, play and worship, provides the "day-to-day" luxuries so necessary to a child's life such as treats and parties. Please contact Volunteer Services for any area of services you wish to give to the Mexia State School.



Volunteer Building