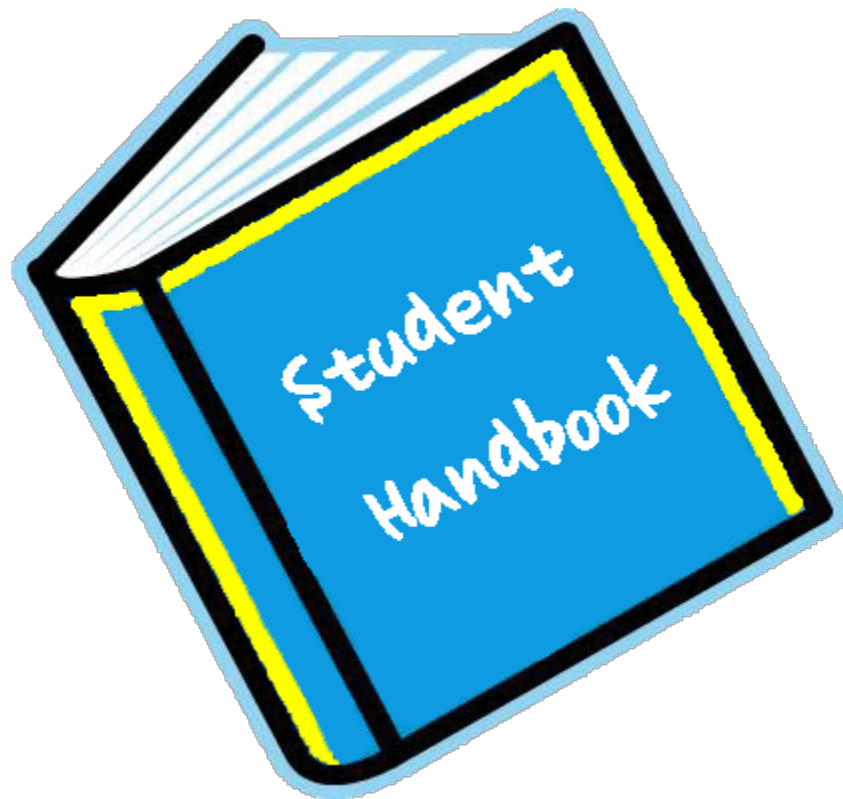


***MANCHESTER MEMORIAL HOSPITAL
CLINICAL DAY SCHOOL***



***Student/Parent Handbook
2021-2022***

71 Haynes Street, Manchester CT 06040
(860)646-1222 ext. 3675



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Welcome Message from the Director of Education

As the Director of Education, it is my pleasure to welcome our new and returning students and their families to the 2021-2022 school year here at Manchester Clinical Day School! We look forward to an exciting and fun school year filled with new opportunities for learning and expanding horizons. With the pandemic subsiding, we are returning to full, in-person classes. Hybrid and distance-learning models are less effective ways for students to learn and will not be offered this year.

We can now return to in-person events that showcase student learning such as Open House on November 3rd, our annual Essay Contest in January, a Science Fair in March, and the annual Student Art Show in May. Having been given the green light by the Infection Control Department, we resumed our Cooperative Work Experience Program during summer school for our older high school students within a variety of hospital departments.

The pandemic disrupted important routines for all students. This school year, more than ever, it is important to focus on and commit to attending school every, unless ill. The research is very clear. Students who miss more than ten days during one school year begin to fall behind. **If missing several days per year becomes a pattern, then the chances of that student dropping out of school increases dramatically.**

Above all, MCDS is committed to the health and safety of students and staff. We will continue to follow the recommendations of the CDC and the Governor of Connecticut related to COVID-19. There is ample evidence of vaccine safety and effectiveness. We strongly encourage all eligible students to get vaccinated. At this time, this is the best way to keep schools open and students learning.

On behalf of the faculty and staff of MCDS, welcome back! Let's take full advantage of our opportunities to learn and grow, both academically as well as personally, so that each student can reach their fullest capabilities. Have an excellent school year!

Tricia Sobraske

Director of Education

Manchester Clinical Day School

Safe Return to In-Person Instruction and Continuity of Services (COVID-19)*:

Manchester Clinical Day School (MCDS) and Eastern Connecticut Health Network (ECHN) are committed to the health and safety of all students and staff especially during the COVID-19 pandemic. We follow the Center for Disease Control and Prevention (CDC) and the Connecticut Department of Education's guidance for mitigation of the virus and will communicate new information to all members of the school community as it develops.

Compliance Liaison:

- Patricia Sobraske Director of Education
- psobraske@echn.org or (860) 646-1222 x3675

Medical Liaison (Manchester Memorial Hospital Infection Control):

- Denise Kessler-Fogil RN, BS, CIC
- Stacey Orłowski MHS, CIC

The following guidelines will be in place beginning in September 2021:

Mask requirements:

At the time of this printing, staff and students will continue to wear masks while in school, including those who are vaccinated. If they do not have their own, students be provided with a fresh cloth or disposable mask each day which they must wear appropriately covering both nose and mouth.

All students and staff will also need to wear masks when leaving the boundaries of the school such as visiting a different department or area of the building for their Cooperative Work Experience job. Masks are not required to be worn out-of-doors.

Social/Physical Distancing:

Students will no longer be grouped into cohorts. Students will be able to move from class to class rather than remain in one room with teachers rotating in and out. Social distancing requirements for schools have been decreased from six feet to three feet. A distance of three feet will be required between all desks and individual people.

Hygiene and Cleaning Practices:

Students will continue to be encouraged to wash their hands and/or use hand sanitizer frequently throughout the day, such as after using the restroom as well as at break time. All

classroom desks and tables will be cleaned prior to use by a new group of students. All restrooms will be fully cleaned and disinfected twice per day following CDC protocols

Student Materials:

Students will be supplied with their own person school materials and an individual box in each room where they can keep them. The sharing of educational materials will not be permitted.

Health Screening:

Upon arrival, students will continue to be screened for temperature and for any observable signs of illness. Any student with a fever of 100 degrees or more or with signs of illness such as an active cough, vomiting, diarrhea, or labored breathing will be isolated in a designated room until a parent, guardian, or designee can pick up the student. Staff with any of these symptoms will also be sent home.

Health Monitoring

Staff and students who are ill should stay home. Students and staff with any individual symptom of illness will need to remain symptom free for 24 hours before returning to school. Students and staff with clusters of symptoms related to respiratory illness will need a doctor's note or negative COVID test in order to return to school. Anyone who tests positive for COVID-19 will not be able to return to school without a negative COVID-19 test.

Testing and Contact Tracing:

In the event of a confirmed COVID-19 diagnosis of a student or staff member, our medical liaisons will alert the Manchester Health Department, undertake notification procedures and contact tracing in conjunction with the Health Department, and ensure the testing of students and staff, as appropriate. Our medical liaisons will work with the Director of Education to close and/or re-open the school as appropriate.

*In order to see the full Safe Return to In-Person Instruction and Continuity of Services Plan, please visit our webpage: <https://www.echn.org/services/behavioral-health/clinical-day-school>

Paper copies are also available upon request.

Manchester Clinical Day School
Staff Directory

Name	Position	Telephone Number	E-Mail
Patricia Sobraske	Director of Adolescent Education	860-646-1222 extension 3675	psobraske@echn.org
Sarah Rizzuto	Education Coordinator	extension 3656	srizzuto@echn.org
Marie Messier	Lead Teacher – Employment/Transition	extension 1085	mmessier@echn.org
Matthew Clancy	Special Education Teacher – Math	extension 2063	mclancy@echn.org
Nicole Little	Special Education Teacher – English	extension 2066	nlittle@echn.org
Tim Logan	Special Education Teacher – Social Studies	extension 1060	tlogan@echn.org
Todd Morgan	Special Education Teacher – Science	extension 1067	tmorgan@echn.org
Jennifer Weinland	General Education Teacher - Art	extension 2486	jweinland@echn.org
Jamie Dlugoborski	School Social Worker, LCSW	extension 3659	jdlugoborski@echn.org
Harry Seltzer	School Social Worker, LCSW	extension 1057	hseltzer@echn.org

Academic Program Overview

The Manchester Memorial Hospital Clinical Day school is a private special-education program fully approved and accredited by the Connecticut State Department of Education to serve students between the ages of 12-22. Classes have a general ratio of one teacher to six students. All academic classes are taught by certified special education teachers who are prepared to instruct students who have a range of academic and social-emotional capabilities.

High school students earn credits for taking the coursework required for graduation by their districts including English, Math, Science, Social Studies, Art, and Physical Education. Additional classes offered include Transition/Employability Skills as well as Independent Living Skills, Consumer Skills and other humanities and tech-based classes. The scheduling of classes can be flexible in order to help student make up missing or incomplete classes and credits. The use of Chrome Books is integrated into all academic classes. Instruction is individualized for each student based on their IEP goals and individual capabilities with the goal of students receiving engaging and challenging instruction appropriate to their needs.

We work to create a school culture where students are engaged and value learning. Reading and writing are particularly emphasized. Embedded reading and writing assignments throughout the curriculum help students expand vocabulary and think more critically. For those students who have long-standing reading and language difficulties, Wilson Reading, a structured reading program, is available.

Progress Reports

Progress reports are mailed home to parents and guardians approximately half way through each academic quarter or marking period. These reports give an overall idea of the students' current grade status in each class and also include comments from each teacher.

Dates Progress Report Close 2021-2022

First Quarter	October 8, 2021
Second Quarter	December 17, 2021
Third Quarter	February 25, 2022
Fourth Quarter	May 13, 2022

Report Cards and IEP Progress

Report cards are issued at the end of each quarter. These reports give the student's final grades as well as describe participation and performance factors impacting grades. The letter grades received by students are based, in total, on the completions of daily assignments, tests,

quizzes, homework, class participation and projects. Quarterly progress on Individualized Education Plan (IEP) goals and objectives are mailed home along with report cards.

Dates Report Cards Close 2021-2022

First Quarter	November 5, 2021
Second Quarter	January 21, 2022
Third Quarter	April 1, 2022
Fourth Quarter	June 14, 2022

Grades, Transcripts, and Records

The letter and number grades earned by students are based, in total, on the completion of daily assignments, tests, quizzes, homework, as well as class participation and projects. **Regular school attendance helps student keep up with learning and stay on track with school expectations. School attendance also heavily factors into students' participation grades.**

MCDS typically awards numerical grades and corresponding letter grades ranging from A to F. Depending on circumstances, however, *Pass/Fail* may be substituted for letter and numerical grades. Less frequently, *Incomplete* may be briefly issued in order to provide the student with the opportunity to finish missed assignments after a prolonged absence. Student transcripts are issued at the end of each school year. At the high school level, MCDS recommends credit amounts to students' school districts which districts then apply to their graduation requirements.

Once students have either graduated or returned to their public school, school records are returned to the district. Manchester Clinical Day School does not maintain educational files for students once they have been discharged from our program.

Communication with Parents/Guardians: It's the practice of our school to send weekly academic and social-emotional updates to parents, guardians, school districts, DCF workers and other relevant personnel as determined by the legal guardian in the form of 'Friday Notes.' The formatted notes will be sent via email or through postal mail depending on parental preference. Comments are welcomed in return. This is just one way that we communicate with home. As always, parents/guardians are encouraged to contact the school at any time with questions, concerns, or needed information.

Clinical Program Overview

At Manchester Clinical Day School each student is assigned to work with one of our school-certified licensed clinical social workers. These social workers have extensive experience working with special education students in a variety of settings. Using cognitive-behavioral and

trauma-informed approaches, they help students manage short-term crises as well as to work toward and reach their IEP goals and objectives as well as other treatment goals. Students are encouraged to directly participate in their own treatment planning processes.

Most students participate in both small group and individual therapy. Individual sessions focus on individual barriers to success in school such as emotion regulation, social skills, and relationship skills. Group therapies are responsive to the needs of our students and may include social skills training, improving self-esteem, positive communication techniques, building coping skill sets, and cognitive-behavioral therapy skills. Our school social workers are also highly knowledgeable of community-based resources and are able to help connect both students and their family's to necessary supports.

Behavior Intervention System

The Clinical Day School follows Positive Behavior Interventions and Supports (PBIS) and Restorative Approach (RA) practices. Our overall program goals include increasing students' capacities to manage feelings safely, build social and communication skills that support healthy connections with others, and to continue to prepare students for a return to public school or for post-secondary schooling and/or employment. Our PBIS practices focus on recognizing and reinforcing positive choices made by students and teaching the skills the student lacks which may be hindering further success. RA encourages respectful behavior among all members of the school community by strengthening the ability to reflect on one's behavior as well as its impact on others. Students make amends when they have acted in a way that harms relationships or the school community. Both philosophies encourage the use of natural consequences.

Individual student social-emotional and behavioral goals are, in part, implemented through our school-wide behavior intervention system. School-Wide Expectations for all students are posted in classrooms and other areas of the school. They include being **Safe, Responsible, and Respectful/Kind.**

Students receive a daily point sheet and earn a **Privileged or Non-Privileged Status** based on two parts. First, their choices to maintain Safe, Respectful, and Responsible behavior in school impact their status. Students' grades also impact their status in that they must be passing all classes with a minimum of 70% or better in order to maintain their Privileged Status. The **rewards and incentives** students earn is based on their Privileged Status and include socializing with peers at break and lunch times, spending their points to purchase items from the school store, and buying admission to special school events and activities. High school students who consistently uphold school-wide expectations can trade the daily point sheet for a self-monitoring sheet. This must first be approved by the Director of Education.

Students are placed on **Non-Privileged Status** if their grades slip below 70% or basic expectations for Safe, Respectful/Kind, and Responsible behavior are not met. Non-Privileged students attend all classes but temporarily lose other school privileges. As a result, they are unable to spend points or spend break and lunch times with their peers. Students with a Non-Privileged Status are given clear expectations and direct assistance in regards to what they need to do in order to regain Privileged Status.

Most students respond to the school-wide behavioral intervention system. However, if this is not the case, school social workers may tailor plans more specifically to the needs and goals of an individual student.

Requesting a Break – The Sensory and Mindfulness Rooms are available at student-request for brief periods of time. Students may need a quiet space in order to regroup and safely manage feelings. Staff is also available to talk with the student when requested. A short walk accompanied by staff may also be an option depending upon the student’s behavior. If patterns of class avoidance develop, limits might be placed on these activities and/or alternate plans may be put in place.

Continuum of Consequences

While the overall school focus is on positive reinforcement and skill-building, some students may need direct accountability for their actions in order to help them progress. The school’s Continuum of Consequences lets students know what to expect if they make negative choices. The following is not meant to be a complete list of all infractions and consequences.

Points Not Earned (point sheets) - Used when School-Wide Expectations (be Respectful/Kind, Responsible and Safe) are not followed. Examples include but are not limited to inappropriate language, minor disruptive behavior, sleeping during class and not following directions.

Restorative Assignment – A Restoration is assigned when a student’s behavior negatively impacts self and others. This is often a written assignment requiring the student to think about the incident, the contributing factors, and how the situation could have been different had different choices been made. Restorations can also be geared toward helping the student develop new social skills, feelings-management skills and other skills, as needed. Students may be required to make amends after an incident, as well. Restorations are due at the end of the following school day so as to allow time for strong feelings to subside before processing the incident.

Community Service – If a student engages in property destruction, graffiti, or the misuse of school materials then community service for a determined length of time will be assigned. The idea is that the student will work off a portion or all of the monetary damage they caused.

Loss of Privileged Status - Loss of Privileged Status occurs when a student refuses to complete a Restorative Assignment, is significantly disruptive, engages in bullying/mean behavior, or behaves in an unsafe way. Additional behaviors that could warrant a loss of Privileged Status include (depending upon the degree and impact of the behavior) disrespectful behavior, stealing, cheating, leaving school without permission, or the misuse of a Chrome Book. *If a student refuses to turn in an electronic device or other contraband item, he or she has no privileges until the item(s) are handed to staff. Depending on the length of time this takes, the student may lose privileges for the day.

MCDS Bullying Procedure – The school will immediately address any instances of bullying that occurs at school, online (cyber bullying) or on transportation to and from school. A report and investigation will be completed for each instance. The student will be asked to leave the class and will spend a minimum of one hour in a separate space. They will also lose Privileged Status for the remainder of the day as well as the following day. The student will complete a processing assignment either verbally with staff or in writing and make apologies, as needed, before privileges are restored. For more information, see Bullying/Safe School Climate Plan below.

Exclusionary Time Out - Students who are escalated and not ready to return to classes may be given an exclusionary time-out. This is defined as the student being temporarily separated from classes in a quiet, non-locked space for the purposes of de-escalating and re-gaining self-regulation. The student is monitored by staff during these times.

In-School Suspension - This consequence is implemented when there is persistent disruption to the learning environment, physically aggressive behavior, sexual harassment, or inappropriate sexual behavior, or at the judgment of school administration.

Out-of-School Suspension – Students are out-of-school suspended in the case of severe physical aggression directed at students or staff, persistent bullying behavior, or at the discretion of the school administration.

Bullying/Safe School Climate Plan

Bullying may be most easily understood as purposefully and repeatedly being mean to another person. Manchester Clinical Day School is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. In accordance with state law and our Safe School Climate Plan, the school expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; on a school bus; or through the use of an electronic device or an electronic mobile device after school hours.

The school also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline by Manchester Clinical Day School as well as by the student's Local Education Agency (LEA), up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Instances of bullying are taken very seriously due to the potential for severe, detrimental effects on the victim. Among these impacts, bullying may:

- Cause physical or emotional harm to a student including increased risk for suicide;
- Place a student in reasonable fear of harm to themselves, or of damage to their property;
- Create a hostile environment at school for a student;
- Infringe on the rights of a student at school; or
- Substantially disrupt the education process or the orderly operation of a school.

Bullying includes, but is not limited to: a written, verbal or electronic communication or a physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, political beliefs or a mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying also includes spreading rumors and gossiping, teasing, threatening, making judgmental/critical remarks, intimidating, exploiting, excluding/rejecting, and making the victim the object of jokes.

All students and staff, including bystanders, are expected to report any issues of bullying that may occur here in our school. Students may speak to any staff person in the school who will then report information to the Director of Education. Students who wish to report anonymously may do so by leaving a note in the blue 'anonymous' box in the school office. All reports will be investigated.

There is no excuse for behaving unkindly toward another student. This is a choice. "I was just joking" does not excuse any student from making unkind comments. Students who knowingly engage in acts of bullying will be addressed, in the short term, by the implementation of the school's *Bullying Procedure*.

If bullying becomes a chronic problem for an individual, the school will address it using the following options:

- Meetings with parents/guardians
- In-school or out-of-school suspension
- Increased counseling or time with staff to learn and practice more pro-social behaviors
- Peer mediation, if appropriate to the situation
- Separate learning space away from peers
- Involvement of police, if necessary

Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws Conn. Gen. Stat. § 10-222d Conn. Gen. Stat. §§ 10-233a through 10-233f Connecticut State Department of Education C.

Bullying Procedure (Used when immediate action is needed):

We all make choices about the words we use. Instead of making unkind comments toward a peer, students can choose to say nothing at all. Students can also leave the area rather than say something hurtful.

1. If a student makes the decision to make negative comments about a peer, whether or not that peer is present, or chooses to act unkindly, they will be asked to leave the room immediately. Staff will walk the student to a separate space. The following chain of command will be activated to address the situation:

- The Teacher Assistant (T.A.) will walk the student to the designated space and then will notify the Director of Education of the incident.
 - If a T.A. is unavailable, the classroom teacher will notify a school administrator, directly.
 - If an administrator is unavailable then a School Social Worker or the Lead Teacher will be contacted.
2. If the student refuses to leave the classroom then the classroom teacher will take the remaining students to an alternate space within the school.
 3. If the student still refuses to leave the room then additional actions will be taken, if necessary. This may include the assigning of additional consequences based on the student's disruption to the learning environment and/or calling an Emergency Response Team (ERT) if there are concerns about escalating or physically aggressive behavior.
 4. The student will remain away from their peers for one hour, minimum, and complete a processing assignment with staff. Privileged Status will be lost for the remainder of the day as well as the following day, at minimum. The student will make amends verbally or in writing, if appropriate.
 5. All instances of bullying will be documented by staff on the corresponding incident report form. On the same day of the incident, the student's parents/guardians will be notified by phone or email.

Cooperative Work Experience (CWE)

High school students ages 15 and older have the opportunity to take part in the Cooperative Work Experience Program (CWE) during school hours. Placement within the program is usually determined by the PPT as part of a student's vocational or transitional goals. CWE is designed to begin building the student's employment skills and provide practical exposure to different workplace settings. The values of integrity, reliability, and ethical behavior are emphasized. The school works with several departments within the hospital to provide these experiences including Human Resources, Finance, Environmental, and Food Services. Students earn both a paid stipend as well as elective course credit. Students are expected to follow the employee dress code during work hours which includes business-casual attire.

Arrival to School

Upon arriving at school each day, students are required to walk through the metal detector. Each student is briefly searched for safety reasons including possible contraband. This includes, but is not limited to, searching purses, backpacks, hats and coats as well as pockets and shoes. Students may carry a small purse or drawstring bag with them at school, provided they agree to have it searched upon arrival. All other items will be safely locked up until dismissal time. Students are not permitted to possess any personal cell phones, tablets and other electronic devices during the school day due to confidentiality as well the tendency to focus on the device rather than on learning. These items, too, will be safely locked away until dismissal. **Any student who refuses to be searched will remain in a separate room away from peers, until he or she turns in these devices.**

Due to safety concerns, open cans or glass containers are not permitted in the school area. Students who bring such items to school will need to discard them before entering the school.

Attendance & Absences

Regular school attendance is essential to learning. The school day begins at 8:15 am and ends at 2:15 pm. Students are expected to attend school unless they are ill, have a health-related appointment, or an emergency occurs. Parents or guardians who bring their student late or pick up their student early must sign the student in/out at the front desk as well as contact the transportation company responsible for the student.

If a student needs to miss a day of school for any reason, a parent or guardian should call or email the school before 8:00 am. Messages can be left on the confidential voice mail of the homeroom teacher, school social worker, or the Director of Education (see directory). When communicating an absence, parents/guardians are requested to state the reason for the absence and when the student is expected to return to school.

If a parent/guardian does not contact the school, then, upon return to school, the student needs to have a signed note by the parent stating the reason for the absence. If a student does not bring in a note, the absence will be considered to be unexcused from school. We encourage student/parents to request missed class work/homework for students out sick for a prolonged period of time.

Please note: Excessive absences may result in credits for high school graduation not earned! According to Connecticut General Statutes, Section 10-198a (b) (1) and (2), four or more unexcused absences in one month or ten (10) or more unexcused absences in a school year are

considered to be excessive. Therefore, to comply with this regulation, a meeting with the parent of a truant child must be scheduled no later than 10 days after the student's fourth unexcused absence in a month or tenth unexcused absence in a school year. Documentation of this meeting is required in order to make any referral to Superior Court, Juvenile Matters, for a Family with Service Needs (FWSN) referral.

Confidentiality

Due to confidentiality, no student is permitted to take pictures of other students enrolled in the Clinical Day School. This includes the use of cell phones, Chromebooks, and/or iPads with cameras. The cameras on these devices may not be used on transportation to and from school, either.

Contraband

The following items are not permitted in Manchester Clinical Day School:

Alcohol, Tobacco* or Vaping Products*, and Illegal Drugs

Students should not be in possession of illegal drugs, over-the-counter, or prescribed medication, alcohol, or any tobacco or vaping products or paraphernalia. Students should never attend school under the influence of any non-prescribed medications or substances. Police will be contacted for any student who attempts to sell or give away prescription medication, non-prescription medication, illegal drugs or alcohol on program grounds, during the school day, or on any school-sponsored trip or activity. Matches and lighters are also not permitted in school.

***As a reminder, Manchester Memorial Hospital is a non-smoking hospital for everyone (employees, visitors and students). Smoking or the use of any kind of tobacco products, including e-cigarettes, is not allowed anywhere on hospital property.**

Cell Phones and other Electronic Devices

While we recognize that students will carry cell phones with them to school, they cannot keep them in their possession during the school day. All electronic devices are to be turned in prior to going through the metal detector upon arrival. Items will be kept in a locked area and will be returned to students at the end of the school day. If a student is found to have a cell phone or any electronic device on them during the school day, the item(s) will be placed in the locked area and returned at the end of the school day. **Students who refuse to turn in such devices may not attend classes with peers and will remain in a separate space until the item is turned in.**

Potential Weapons

Any item that can potentially be used as a weapon to harm self or others is also not permitted. This includes, but is not limited to, guns, knives and any other sharp object, or any object clearly capable of harm.

Aerosols

Any product in an aerosol can is prohibited. This may include air fresheners, spray deodorants, hairspray, body spray and any other aerosolized product. These products are often an irritant for those with pre-existing lung/breathing difficulties and they are also flammable.

Glass Containers

Due to risk of injury, glass containers aren't allowed in the school. This includes body spray or perfume bottles and glass beverage bottles.

Blankets

Blankets are not permitted at school. Students are encouraged to develop good sleep habits in order to remain awake during the school day. Students may keep additional clothing at school if desired for warmth, such as a sweatshirt or sweatpants.

Toys and Excessive Art Supplies

Students may bring one or two items from home such as a figurine, a deck or cards, or a personal pack of markers or colored pencils. However, these may not be brought into the classroom without teacher permission. Fidget items are permitted as long as they do not impose on others (noise) or distract the student from class work.

Backpacks, Large Purses, and Duffle Bags

Backpacks and other large bags will be turned in upon arrival and safely stored for the day. If they wish, students may keep a drawstring bag or small purse on their person during the school day provided it is searched by staff upon arrival.

Daily Neighborhood Walks

Students generally take a 10-15 minute walk during the school day. Abundant research has shown that regular exercise has a positive effect on academic performance, sense of emotional well-being, and physical health. In order to participate, students must have a signed permission slip. In inclement weather, students will walk in-doors. All walks are supervised by support staff as well as at least one certified staff member.

Dress Code

Students are encouraged to wear clothing that is neat, clean, and comfortable. It is important to exercise good judgment when planning clothing that is worn to school. Clothing that distracts other students and/or the learning process is considered to be *inappropriate*. Dressing appropriately for school demonstrates respect for self and others. Students who are not in dress code will be flagged and parents may be asked to bring in a different article of clothing. The school administration reserves the right to make these determinations.

The following clothing items are not permitted:

- Shirts that are ripped, see-through, strapless, and reveal intimate body parts. Bare midriffs are not allowed.
- Pants, shorts, or skirts that reveal undergarments due to rips, are see-through or are excessively short.
- Pajamas
- Attire or accessories which are offensive or have inappropriate writing or graphics that exhibit or promote violence, profanity, sexism, racism, drugs, alcohol, and tobacco.
- Coats and jackets which are meant to be worn outside, may not be worn during the school day. Students are encouraged to bring sweatshirts or sweaters instead in case they feel cold. Students may leave these items at school.
- Costumes and costume accessories.
- Any item that covers the face (unless related to illness prevention).

Students are encouraged to wear appropriate footwear, such as sneakers, in order to facilitate participation in all school activities. All students are expected to wear sneakers for Physical Education class.

Early Dismissal

Early Dismissal Days - Students are dismissed early (12:00pm) at least once per month so that staff can participate in professional development. This is usually the third Wednesday of the month. Lunch remains available for students on these days.

Leaving School Early - Any request for a student to be dismissed early must be in written form from a parent or guardian and cleared through the homeroom teacher/case manager. Students can only be released to a parent/guardian unless specific permission is given. Individuals other than parents or guardians who come to pick up students must show identification before the student will be allowed to leave school.

Emergency Contact Information

In case of an emergency it is extremely important that the school have on file at least one, and preferably two, emergency contacts (name, address, phone number) in addition to the home, work and cell phone number of the parents/guardians. These are persons the parent/guardian has authorized to pick up the student in their absence. Emergency Information sheets are required to be completed by parents upon a student's admission to the school and annually thereafter.

Emergency Interventions

All educational staff members are certified in Physical and Psychological Management Training (PMT). The purpose of PMT is to help keep students and staff safe from physical harm. Verbal de-escalation is the first and preferred course of action with any escalated individual. However, in emergency situations where there is an acute danger of harm to self or others, staff may need to use hands-on techniques in order to maintain safety. If this happens, parents/guardians will be notified by phone the same day. Within two business days a copy of the critical incident report will be mailed home and to the sending school district.

AWOL - If a student chooses to walk out of school, staff will follow the student whenever possible, attempt to verbally de-escalate the student and attempt to keep him or her in line of sight. If the student leaves the hospital campus, the police department will be contacted with the goal of helping to find the student and return him or her to school. Parents/guardians will be notified the same day of any major behavioral event.

Field Trips

As a component of their educational and transition experiences, students will have the opportunity to go on field trips. Transportation will be provided for these trips along with supervision by members of the school's staff. It is understood that, Manchester Memorial Hospital will not be held liable for any accident and or injury occurring on the premises of the field trip location. Permission slips will be sent home in advance of any field trips.

Food/Snack Policy

Lunch as well as a light breakfast and a snack are available for all students on a daily basis. Students are also welcome to bring their own meals and snacks. The school asks that parent/guardians pack healthy items and keep "junk foods" to a minimum. The school has a refrigerator and a microwave for student use. All food will be stored in the kitchen until snack or meal times. Students may not eat during classes without teacher permission.

Regarding beverages, students may only bring in new, unopened bottled drinks in plastic, not glass, bottles. Students may also keep a water bottle at school for their own use.

Health and Medication Practices

State Health Assessment Requirements: All students must submit a completed State Health Assessment form and record of immunizations to the school. All incoming 7th and 10th grade students are required by state law to have a physical prior to the beginning of the school year.

Illness/Injury: Students who are ill should remain at home, and, if necessary, go to the doctor. If possible, parents should contact the school prior to 8:00 am to notify staff of the student's absence that day. Students who have been absent for three consecutive days require a doctor's note upon return to the school program.

Upon notification by school staff that your child is ill and in need of going home, parents or their designee are requested to pick up their sick student within a reasonable period of time. Students who are sent home due to vomiting, diarrhea, or with a fever must remain symptom-free for 24 hours before returning to school.

Students not exhibiting observable signs of illness, yet asking to go home, will be encouraged to remain at school for the day. The school will be as flexible as possible in accommodating their needs and staff will work with them to use their coping skills to help them through the remainder of the day.

Personal Hygiene: It is very important for all students to have good personal hygiene. This is an important social skill and employment skill. Students should shower daily, change their clothes daily, and arrive to school with clean hair, teeth and nails. This helps the student learn respect for self and others.

Medical Devices: Any student who requires the use of any medical device (i.e. brace, crutches, sling, etc.) to be worn/used during school hours must have a doctor's note indicating the reason for its use as well as any activity restrictions.

Prescribed medication during school day: Parents/guardians should inform the staff if the student has chronic or acute health problems, including allergies, seizures or any other problem or condition that may require special attention including medication. A written prescription signed by both the prescribing physician as well as the student's parent/guardian needs to be completed prior to a student receiving medication during the school day. All prescribed

medications should be brought to the school in its original packaging/bottle with prescription information on it by the student's parent or guardian and given to the homeroom teacher or the Director of Education.

In order to facilitate your child's success in school, please inform the school if your student did not take their prescribed medication prior to attending school on a particular day or if there are any other issues/concerns regarding medications. This notification must come from a parent. Students who use inhalers and/or have the need to use an epi-pen may bring these items into school and give them to their teacher or the Director.

Tylenol/Ibuprofen: With both physician and parental permission, students may receive a single dose of either during the school day. Authorization forms must be signed by both parties and will be kept on file.

Homework

Homework is vital to students' learning for three main reasons. First, it extends learning time. Second, completing and turning in homework promotes responsibility. Finally, it gives parents and guardians an opportunity to observe the student's work and to participate in the learning process. These assignments should take no longer than 20 – 30 minutes to complete. Students will have homework from one subject assigned to them daily.

Inclement Weather Closings and Delays

Manchester Clinical Day follows its own, independent schedule in the case of inclement weather. All closures and delays will be posted on NBC Connecticut www.nbcconnecticut.com

In the event that the student's local district is closed but Manchester Clinical Day School remains open, the student will receive an excused absence. If MCDS has a delayed opening, school will begin at 10am. If we have an early dismissal, students will leave at 12pm. Lunch is still provided in the event of an early dismissal.

In the event of a closure due to weather, students will be given assignments to complete while at home. "Snow days" are now considered working days and will not be added to the end of the school year.

Internet Access

In order to prepare our students for a digitally literate society, the school endorses the use of the internet. This includes participation in inquiry based instruction, and formulating

researched-based responses. At Manchester Clinical Day School, students have access to the use of Google Chromebooks in all of their academic classes. These Chromebooks serve as a vital instructional tool. Students are continuously monitored when using Chromebooks. Prior to using any device, students and parents must both sign and returns the Chromebook contract. However, access to the internet may not be advisable for all students based on individual needs and history. Please notify the Director of Education if you do not want your student to use technology that is connected to the internet.

Lending/Borrowing/Gift-Giving Policy

In order to prevent broken or lost items and the sometimes difficult feelings that can accompany this, students are not permitted to lend or borrow belongings from each other. Exchanging gifts at school is also not permitted. However, giving a note or greeting card is acceptable for a holiday or birthday.

Make-Up Work

It is understandable that students may need some extra time to make up missed work for various reasons. Therefore, any missed class assignments due to absences means that all work needs to be made up within a reasonable period of time and under the discretion of the teacher(s). Students are requested to speak with their teacher(s) to make arrangements to make up missed work. Unless mutually agreed upon with a teacher, missed homework needs to be turned in the day after a student returns back to school. Missing assignments will result in a lower grade. As a reminder, students must be aware that the number of absences from school may create a loss of credit for that class.

Mission Statement:

The mission of Manchester Clinical Day School is to help prepare students for success and greater independence when returning to public school and/or in their post-secondary lives. In supporting the individual academic and clinical needs of our students we help them to fulfill their greatest potential. We value a school community that is diverse and accepting of individual differences. Through the experience of safety and belonging, students move on to become positive, contributing members of the broader community.

School Materials

All school supplies will be provided to students including pens/pencils, paper, calculators and so forth although students are also welcome to bring their own personal supplies. School curricular materials, including textbooks, novels, Chrome Books and workbooks, will be made

available to students. Parents/guardians are responsible for payment in case of loss or damage to any of the school's curricular materials. Students who receive a paycheck through CWE will have the losses deducted.

Student Searches

In order to maintain the safety of the school, all students are searched upon arrival at school. This entails walking through the metal detector and/or being scanned with the hand-held metal detector. Students will turn out their pockets and may be asked to remove jackets, coats or shoes. Backpacks, purses, and other personal belongings are also searched.

Detailed Searches – Staff will conduct a detailed search of the personal property or clothing of any student suspected of concealing any weapon, illegal substance or other dangerous object or materials. The Director of Education or a certified staff member will authorize a search if there is a reasonable suspicion. Two staff members of the same gender as the student will conduct the search in a private space. If an item of a dangerous or illegal nature is found, a call will be made to the Manchester Police Department. Parents will be contacted and informed of the situation.

Sexual Discrimination/Sexual Harassment

It is the policy of the Manchester Memorial Hospital Clinical Day School that any form of sexual harassment or sex discrimination is not tolerated whether by students or employees. Students and staff are required to adhere to a standard of conduct that is respectful to the rights of all. Any student or employee who engages in conduct prohibited by the hospital's sexual harassment/sex discrimination policy shall be subject to disciplinary action.

This includes students who choose to talk or joke about sexually explicit or lewd content to excess. Students who continually choose sexual topics of conversation that are inappropriate for the school setting will be considered to have created a hostile environment. Any such issues will be addressed clinically, with parent/guardian meetings, and through the school's Continuum of Consequences.

Transportation

Transportation to and from school is provided by a student's local school district. Inquiries about bus routes and time of pick-up or return home should be made to the transportation company using the number provided by your district. The transportation company should also be contacted if a student will be absent. While riding to and from school, there is an expectation for students to behave safely and respectfully toward their peers as well as their

drivers and monitors. Inappropriate or unsafe behavior will result in school-based consequences.

If, for some reason, such as an appointment, a student forgoes normal transportation in the morning, parents need to contact the transportation company to inform them of their student's need for transportation home. Friends may not pick up students from school (i.e. private cars, walking, etc.). If a parent or guardian is expecting to pick up their student from school, a call to both the teacher and the transportation company need to be made in order to inform them of the change.



Have a Wonderful Year!