

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



***Student/Parent Handbook  
2022-2023***

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



## **Table of Contents**

Academic Program Overview	8
Arrival Procedure	17
Attendance & Absences	17
AWOL/Running away	22
Behavioral Intervention System	11
Bullying/Safety Procedure (Immediate Response)	15
Bullying/School Climate Safety Plan	13
Clinical Program Overview	10
Communication with Home	10
Confidentiality	18
Continuum of Consequences	12
Contraband	18
Cooperative Work Experience (CWE)	16
COVID-19 Health & Safety Plan	5
Cyberbullying	15
Dress Code	20
Early Dismissal	21
Emergency Contact Information	21
Emergency Intervention	22
Field Trips	22

Food/Snack Policy	22
Grades/Transcripts/Records	9
Health & Medication Practices	23
Homework	10
Inclement Weather: Closing & Delays	24
Internet Access	24
Lending/Borrowing	25
Make-up Work	9
Marking Periods (2022-2023)	9
Mission Statement	25
Progress Reports	8
Report Cards	9
School Materials	25
School Staff Directory	7
School-Wide Expectations	i
Searches	26
Sexual Discrimination/Harassment	25
Socialization Policy	26
Transportation	26
Walks	20
Welcome Message from Director	4

## 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 2022-2023 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 achieving.

As we continue our journey through the COVID-19 pandemic, it is more important than ever for students to attend school every day, unless ill. The research is very clear. Students who miss more than ten days during one school year begin to fall behind. **When students have missed several days in a year, due to any reason, they often start falling behind and their chances of dropping out of school in the future increase dramatically.**

Social-emotional learning and student mental health also suffer when students miss an excessive amount of school. Even before the pandemic, depression and anxiety disorders in young people were on the rise. Attending school regularly helps students in countless ways including the development of their social, communication skills, and problem-solving skills. It gives students a sense of accomplishment, capability, and confidence that sets them up for future success as adults.

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. We know that vaccinations save lives. The COVID-19 vaccines and boosters have helped to prevent serious illness, the need for hospitalization, and have even prevented death in countless children and adults. 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](mailto: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

**Although we are no longer strictly practicing physical distancing and cohort methods this year, there is still plenty that students and staff can do to keep themselves and their families safe. The following guidelines will be in place beginning in September 2022:**

## **Vaccinations:**

School staff are either fully vaccinated and boosted or undergo weekly COVID-19 testing. All children 6 months in age or older are now able to receive the vaccine. The benefit of COVID-19 vaccines, like other vaccines, is protection from severe disease, hospitalization, death, and spreading the virus to others. Making sure students are vaccinated, helps us ensure that school continues, uninterrupted, for all our students.

## **Mask requirements:**

At the time of this printing, wearing a mask for students is optional while in the school vicinity. The school will provide disposable or cloth masks to student or they can bring their own. All students and staff will 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.

**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 before eating and tables in common areas will continued to be cleaned and sanitized frequently.

**Health Monitoring:**

Staff and students who are ill should stay home. However, students with any mild symptom of illness, such as an infrequent cough, congestion, or runny nose should take a self-test. If the results are negative, their temperature is below 100 degrees and they do not live with anyone who has had COVID-19 in the previous two weeks, they can come to school provided they wear a mask consistently and correctly.

Anyone who tests positive for COVID-19 will be required to follow the most current CDC guide before returning to school or work. As of August, 2022 students who test positive should isolate for five days following a test with the day of the test counting as day zero. Students with a fever should not return until 24 hours after the fever has subsided.

**Testing and Contact Tracing:**

The school has a supply of at-home test kits that are available to students and their families, if COVID-19 is suspected. 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.

\*Please contact the Director of Education or the Student Services Specialist with any questions or concerns. Contact information is on the following page.

Manchester Clinical Day School  
**Staff Directory**

Name	Position	Telephone Number	E-Mail
Patricia Sobraske	Director of Adolescent Education	860-646-1222 extension 3675	<a href="mailto:psobraske@echn.org">psobraske@echn.org</a>
Sarah Rizzuto	Education Specialist	extension 3656	<a href="mailto:srizzuto@echn.org">srizzuto@echn.org</a>
Marie Messier	Lead Teacher – Employment/Transition	extension 1085	<a href="mailto:mmessier@echn.org">mmessier@echn.org</a>
Matthew Clancy	Special Education Teacher – Math	extension 2063	<a href="mailto:mclancy@echn.org">mclancy@echn.org</a>
Karli Connor	Substitute Teacher – Life Skills	extension 2490	<a href="mailto:kconnor@echn.org">kconnor@echn.org</a>
tbd	Special Education Teacher	extension 1060	
Todd Morgan	Special Education Teacher – Science	extension 1067	<a href="mailto:tmorgan@echn.org">tmorgan@echn.org</a>
Kristen Ricci	Special Education Teacher - English	Extension 2066	<a href="mailto:kricci@echn.org">kricci@echn.org</a>
tbd	General Education Teacher - Art	extension 2486	
Jamie Dlugoborski	School Social Worker, LCSW	extension 3659	<a href="mailto:jdlugoborski@echn.org">jdlugoborski@echn.org</a>
Fredrina Foxe	School Social Worker, MSW	extension 1057	<a href="mailto:ffoxe@echn.org">ffoxe@echn.org</a>

## **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 11-22. 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.

The school's curriculum is based on the Connecticut Common Core. 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.

Administration, faculty, and staff work together 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, a structured reading program is available.

### **2022 – 2023 Marking Periods**

First Marking Period: September 1, 2022 – November 4, 2022

Second Marking Period: November 7, 2022 – January 20, 2023

Third Marking Period: January 23, 2023 – March 24, 2023

Fourth Marking Period: March 27, 2023 – June 12, 2023

### **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 2022-2023**

First Quarter: October 4, 2022

Second Quarter: December 9, 2022

Third Quarter: February 24, 2023

Fourth Quarter: May 12, 2023



### **Report Cards and IEP Progress Monitoring**

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. Quarterly progress on Individualized Education Plan (IEP) goals and objectives are mailed home along with the quarterly report cards.

### **Dates Report Cards Close 2022-2023**

First Quarter: November 4, 2022  
Second Quarter: January 20, 2023  
Third Quarter: March 24, 2023  
Fourth Quarter: June 12, 2023

### **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 students 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.

### **Make-Up Work**

Students are expected to complete their assignments on time. Students should make up any assignments missed due to absence or refusal as quickly as possible. After two weeks of returning to school, assignments missed for any reason will be ineligible for full credit. Missing assignments will result in a lower final grade. In the case of a prolonged absence, students should speak with their teacher(s) to make arrangements and a timeline to make up missed work. Any work missed after the Progress Report and Report Card closing dates will be counted as zeros.

## **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 students' 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.

## **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 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 mutually-agreed upon treatment goals. Students are encouraged to directly participate in their own treatment planning processes.

Most students participate in both small group and individual therapy during the school week. 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 may lack

which could 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, teachers and 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 focus for the school 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. Students who refuse to complete their assign restorations will be made Non-Privileged until they are completed.

**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.

In addition, if a student refuses to turn in an electronic device or other contraband item, they have no privileges until the item(s) are handed into 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 including cyberbullying, or at the discretion of the school administration.

### **Bullying/Safe School Climate Plan**

Bullying may be most easily understood as purposefully and repeatedly being unkind to another person. Manchester Clinical Day School is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. All students deserve to attend school in an environment free from this negativity. 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, including cyberbullying, are taken very seriously due to the potential for severe, detrimental effects on the victim and also the disruption this can cause to the school's learning environment. Among these impacts, bullying can:

- 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, either verbally or electronically, 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 or electronically.** 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.*

**A Note for Parents about Cyberbullying:** Although cyberbullying usually happens at home, after school hours, it can be hugely detrimental to the school environment as well as to individual students. Without adult supervision, some students may say things that are very mean and hateful to each other. This school year, a cyberbullying contract was added to our back-to-school packet which both students and their parent or guardian are required to read and sign. Parents and guardians are strongly encouraged to be aware of their student's social media and phone use. These are privileges for students to earn and use appropriately. Removing these privileges is recommended when students abuse them.

**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.) or One-to-One will walk the student to the designated space and then will notify the Director of Education of the incident.
  - If a T.A. or One-to-One 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.



The school provides all needed materials so purses and backpacks must be left on the cart. Clear plastic backpacks or purses are acceptable. Students may carry a pencil box or pouch for their personal belongings, 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 bring in any personal electronic items including cell phones, smart watches, Bluetooth earbuds or other electronic devices during the school day due to confidentiality concerns 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 and success. The school day begins at 8:15 am and ends at 2:15 pm.** Students are expected to attend school unless they are ill or injured, 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, students are not 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 and Illegal Drugs**

Students should never attend school under the influence. Students should not be in possession of alcohol, illegal drugs, or paraphernalia ever, especially at school. Police will be contacted for any student who brings these items to school or who attempts to sell them on school grounds, during the school day, or on any school-sponsored trip or activity.

### **Over-the-Counter or Prescribed Medication**

Students should never bring medications to school. **A written order signed by a qualified medical prescriber and parent/guardian is required to dispense any over-the-counter or prescription medications at school.** Parents or guardians, only, should transport medications to and from school. Police will be contacted for any student who brings these items to school or who attempts to sell them on school grounds, during the school day, or on any school-sponsored trip or activity. The only exception to this rule is a prescribed inhaler for students who have doctor's permission to carry it on their person.

### **Tobacco Products and Vape Materials\***

Students should not bring cigarettes, vaping materials, or any other tobacco product to school. Matches and lighters are also not permitted in school. These will be confiscated and thrown away.

\*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, including smart watches, 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, smart watch, or any other 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. Privileged Status may also be lost.**

### **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, razor blades and any other sharp object, or any object clearly capable of harm.

### **Aerosols**

Aerosol products are 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 small stuffed animal (six inches or smaller), a deck of 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, purses and other bags will be turned in upon arrival and safely stored for the day. If they wish, students may keep a pencil box or pencil case with them during the school day

provided it is searched by staff upon arrival. Transparent/clear plastic purses and backpacks are permitted.

## **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.

- Shorts, skirts, and dresses must be at least mid-thigh in length. Slits, cutouts, tears, or transparent material above this line are not permitted.
- Pants, shorts, or skirts worn below the waistline are not permitted.
- Shirts and blouses must cover the midriff and shoulders. Straps should be no less than one inch wide. See-through, strapless, and off the shoulder tops are not allowed. Again, bare midriffs are not allowed.
- Pajama pants and tops are not permitted. Students should dress for school as they would for a place of work and not dress for bed.
- Clothing may not display through words, graphics, or pictures, any obscenities, references to weapons, alcohol, drugs, tobacco products, sexual innuendo or messages that show hostility or denigrate others.
- Clothing or accessories that constitute a potential danger to self and others will not be permitted. This includes, but is not limited to jewelry with spikes, and wallet chains.
- 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.
- Sunglasses are not permitted to be worn indoors without a doctor's note.
- Costumes and costume accessories may only be worn with administration approval

such as for a Spirit Week. This includes accessories that have the characteristics of animals such as a headband with animal ears.

- Excessive makeup is not permitted.
- 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. State law requires that students wear shoes at all times with in school.
- Hats and hoodies are permitted to be worn indoors provided they do not obscure the student's face.

## **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 Crisis Prevention Intervention Training (CPI). The purpose of CPI is to help keep students and staff safe from physical and emotional 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 them 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 10<sup>th</sup> 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 or seriously injured 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 or injured 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, use deodorant daily and arrive to school with clean hair, teeth and nails. This helps the student learn respect for themselves 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 or over the counter 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.

## **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 WVIT 30. Students and parents can sign up for automatic alerts at [www.nbcconnecticut.com](http://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.

## **Internet Access/Chromebooks**

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.

Prior to using any device, students and parents must both sign and returns the Chromebook contract. Students are monitored when using the Chrombooks and any student found to be misusing the device will lose the privilege to use it for a determined length of time.

Access to the internet may not be advisable for all students based on individual needs and personal history. Please notify the Director of Education if you do not want your student to have internet access.

## **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.

## **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.

### **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.

### **Socializing Outside of School**

Manchester Clinical Day School does not encourage students to socialize with each other outside of the school day. This includes in-person visits or sleepovers. Although it is entirely normal for all students to want friendships, some of our students may have difficulty making responsible and safe choices outside of the direct supervision of adults.

### **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.

## **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.



“What you do today can improve all your tomorrows.”

– Ralph Marston of The Daily Motivator