***MANCHESTER MEMORIAL HOSPITAL***

***CLINICAL DAY SCHOOL***



***Student/Parent Handbook***

***2024-2025***



***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 2024-2025 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.

There are a few changes to make note of this year. Manchester Clinical Day School is pleased to add a new position to the school’s faculty and staff. We are in the process this summer of hiring a Board-Certified Behavior Analyst (BCBA). This person will have a variety of responsibilities within the school such as supporting individual and school-wide programming for students as well as facilitating professional development opportunities for all staff. Additionally, they will manage data collection and analysis to ensure staff are implementing individual and school-wide behavioral interventions effectively and with consistency.

The weekly schedule has also changed. Starting this year, students will be released one hour early, every Wednesday at 1:15pm instead of 2:15pm. This will allow staff and faculty to participate in more frequent professional development with the BCBA and administration and also to have dedicated time for other school improvement initiatives.

We are also in the process of choosing a new name for the school so stay tuned! Students and staff will be weighing in with their choices before a final decision is made later this fall.

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

**Staff Directory**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Telephone Number | E-Mail |
| Patricia Sobraske | Director of AdolescentEducation | 860-646-1222Ext 3675 | psobraske@echn.org  |
| Sarah Rizzuto | Education Specialist | Ext. 3656 | srizzuto@echn.org |
| Marie Messier | Lead Special Education Teacher  | Ext. 1085 | mmessier@echn.org  |
| Matthew Clancy | Special Education Teacher Social Studies | Ext. 2063 | mclancy@echn.org |
| Marissa Gochee | Special Education Teacher –Middle School | Ext. 1060 | Mgochee1@echn.org |
| Charisse Joseph | Special Education Teacher - Math | Ext. 2490 | cjoseph@echn.org |
| Kristen Ricci | Special Education Teacher - English | Ext. 2066 | kricci1@echn.org |
| Purbasha Roy | Long-Term Substitute Teacher Science | Ext. 1067 | proy@echn.org |
| Anders Bachman | General Education Teacher Art | Ext. 2486 | hbachman@echn.org |
| Fredrina Foxe | School Social Worker, MSW | Ext. 1057 | ffoxe@echn.org |
| Bevin Perry | School Social Worker, MSW | Ext. 3659 | Bperry1@echn.org |
| tbd | Board Certified Behavior Analyst (BCBA) |  |  |
| Elizabeth Schoen | Registered Nurse | (860) 993-3125 | eschoen@echn.org |

**Academic Program Overview**

The Manchester Memorial Hospital Clinical Day school is an Approved Private Special Education Program (APSEP) accredited by the Connecticut State Department of Education to serve special education students between the ages of 11-22. Classes have a general ratio of one teacher to six students. Classes are taught by certified special education or content-area 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. Class scheduling can be flexible in order to help students make up for missing or incomplete classes and credits. The use of Chrome Books is integrated into all academic classes. Instruction is individualized and rigorous for each student based on their IEP goals and individual capabilities. Each student receives engaging and challenging instruction appropriate to their needs.

Administration, faculty, and staff work together to create a school culture where students value learning and are engaged. 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.

**Credit Recovery**

A Credit Recovery model of school is an option offered to some students. In this model, students typically work at their own pace to make up as many missing credits as possible in the shortest amount of time. This requires motivation on the part of the student and the ability to work with some independence. This model is typically used for older high school students who still need several credits to receive their diploma.

**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 of $8.50 per hour as well as elective course credit. Students are expected to follow the employee dress code during work hours which includes business-casual attire.

**Transition Program**

MCDS works with a small number of students each year who have completed their high school graduation requirement but wish to focus learning job skills and independent living skills as they move into adulthood. Specific skills they learn include planning, purchasing ingredients, cooking healthy meals, using public transportation, and navigating governmental agencies. Students also work at assigned jobs where they earn a stipend of $8.50 per hour.

**2024 – 2025 Marking Periods**

First Marking Period: August 29, 2024 – November 1, 2024

Second Marking Period: November 4, 2024 – January 17, 2025

Third Marking Period: January 21, 2025 – March 28, 2025

Fourth Marking Period: March 31, 2025 – June 10, 2025

**Progress Reports**

Progress reports are mailed home to parents and guardians approximately halfway through each quarter or marking period. These reports give an overall idea of the students’ current grade status in each class and include comments from their teachers.

**Closing dates for Progress Report grades 2024 - 2025**

First Marking Period: October 4, 2024

Second Marking Period: December 6, 2024

Third Marking Period: February 21, 2025

Fourth Marking Period: May 9, 2025

**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 emailed home along with the quarterly report cards.

**Dates Report Card Grades Close 2024-2025**

First Marking Period: November 8, 2024

Second Marking Period: January 26, 2025

Third Marking Period: April 4, 2025

Fourth Marking Period: June 11, 2025

**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.** **Class participation is 30% of students’ overall 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 students’ school district. Manchester Clinical Day School does not maintain educational files for students once they have left the 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 come up with 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**

Manchester Clinical Day School assigns one subject of homework per night. These assignments should take no longer than 20 – 30 minutes to complete. The homework schedule is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| History | English | Math | Science | No Homework |

**Communication with Home/Friday Notes:**

 It is 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.

Parents/Guardians are encouraged to read the notes on a regular basis. This is one of the primary forms of communication about students’ behaviors and progress. Additional information about school events or issues is also emailed in connection with the Friday Notes.

**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 can help connect both students and their families 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 hinder 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.

**School-wide Expectations**

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.**

All students are expected to maintain a minimum of 70% in all classes. If grades dip below, then students will be given **study-hall** during their half-hour lunch break. Students will eat lunch separately from peers that day(s). A staff member is present in the room to assist the student.

Students who demonstrate unsafe behavior or other difficulties such as disrupting the learning environment, bullying, or using disrespectful language with staff will be assigned **reflection time** during their lunch break. A staff member is present to process the event(s) leading to reflection time.

**Rewards and Incentives**

**Point sheets** are used to track day-to-day behavioral trends. Students earn points for following the school-wide expectations and can then spend their points at the school store and buy admission to special school events and activities. **High school students who consistently uphold school-wide expectations can opt out of the point system. This must first be approved by the Director of Education.**

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

**Requesting a Break or a Walk**

The Comfort and Mindfulness Rooms are available at student request for up to ten minutes at a time when students need some time alone. Students may need a quiet space to regroup and safely manage feelings. Students may also take two laps in the hallway if in need of expending some restless energy. 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 to help them take responsibility for their choices and, therefore, make 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 Assignments –** 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 also encourage the student to think about alternate perspectives and 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 by the next day will earn reflection time.

**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 the monetary damage they caused.

**Study Hall –** Students whose grades fall below 70% in any class will receive a warning from their teacher. If effort and grades do not improve then the student will spend lunch and rec time away from peers, working on their assignments.

**Reflection Time –** During their lunch break, the student processes the choices and issues that led to their removal. This consequence is assigned for behaviors such as disrupting the learning environment, not following directions, or being disrespectful to peers and/or staff. Additionally, students will earn reflection time for delayed cooperation with the morning arrival procedure or other behaviors as determined by the school administration.

**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. The student will complete a processingassignment either verbally with staff or in writing and make apologies, as needed. They will also have reflection time during lunch, if applicable. For more information, see Bullying/Safe School Climate Plan below.

**Separate Space/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. Students who AWOL from the school with police being called will automatically serve time while their readiness to resume classes is assessed.

**In-School Suspension -** This consequence is implemented when there is persistent disruption to the learning environment, possession/use/sharing smoking products including vaping products

containing nicotine, 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 possession/use of/sharing products containing THC or any other illegal or controlled substance, 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 or mean 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, whether on or off school ground, and on transportation to and from school. In addition, bullying behavior through the use of an electronic device, such as a computer, or an electronic mobile device, such as a cell phone, after school hours is 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 in-school suspension, out-of-school suspension, change in school placement, or police involvement.

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. It is a conscious decision. “I was just joking” does not excuse any student from making unkind comments toward a peer nor does it shield any student from potential consequences.** 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

**\*A Note for Parents about Cyberbullying**: Althoughcyberbullying 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. Each student who attends our school is expected to read and sign a cyberbullying contract. 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 decides to make negative comments about a peer, whether that peer is present or not, 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.
	1. If the student refuses to leave the classroom then the classroom teacher will take the remaining students to an alternate space within the school.
	2. 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.
	3. The student will remain away from their peers for one hour, minimum, and complete a processing assignment with staff. The student will be given reflection time during lunch. The student will make amends verbally or in writing, if appropriate.
	4. 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.

**Arrival to School**

In order to keep the school safe students are required to walk through the metal detector upon arrival each day. Each student and their belongings are then searched for 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 materials needed for the day. Purses, backpacks, and non-essential personal belongings must be left on the cart upon arrival. The cart is then safely locked away until dismissal time. Clear plastic backpacks or bags are acceptable. Students may purchase these at the school store if they do not have one from home. Students also have the option to carry a pencil box or pouch for their personal belongings, provided they agree to have it searched upon arrival.

**Students are not permitted to bring in any personal electronic items including cell phones, smart watches, Bluetooth earbuds or any Bluetooth devices, or other electronic devices to school.** This is because of confidentiality concerns as well the detraction from the learning process. These items, too, will be turned in and safely locked away until dismissal. **Any student who refuses to follow the morning procedure, including being searched and handing in electronics will remain in the In-School Suspension Room away from peers, until the procedure is followed.**

Due to safety concerns, open cans or glass containers are not permitted in the school. Students who bring such items to school will need to discard them before entering the school. Students are free to open new beverages or fill their water bottles once they have been searched as part of arrival procedures.

**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 except Wednesdays when dismissal is at 1:15 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 picking up the student at dismissal time.

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.

In order for an absence to be considered “excused,” the parent or guardian must contact the school via phone call, text, or email. A written note upon return is also acceptable. We encourage students or parents/guardians to request missed class work if 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 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. When students are excessively absent from school, a report to the Department of Children and Families may be made.*

**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 of alcohol or illegal drugs. Students should not be in possession of alcohol, illegal drugs, or paraphernalia ever, especially at school. In addition to school-based consequences, 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 even when it’s prescribed to them. 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. Students who have the written permission of a doctor and parents/guardians may carry their inhaler 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. All these will be confiscated and thrown away. Students who repeatedly bring in illicit items will be subject to searches of greater detail and depth, with parental permission.

\*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**

**Students are not permitted to bring in any personal electronic items including cell phones, smart watches, Bluetooth earbuds or any Bluetooth devices, or other electronic devices to school.** These items will be turned it at arrival and will be safely locked up for the day. **Students who refuse to turn in such devices may not attend classes with peers and will remain in the In-School Suspension Room until the item is turned in. Reflection time will also be assigned.**

**Weapons or 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, heavy chains, 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.

**Backpacks, Purses, and Other 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 pouch with them during the school day provided it is searched by staff upon arrival. Transparent/clear plastic bags and backpacks are permitted.

**Blankets**

Blankets are not permitted at school, for sleeping or for warmth. Students may keep additional clothing at school if desired for warmth, such as a sweatshirt or sweatpants.

**Cash**

Students may carry not more than $10 on their person due to concerns over loss, theft, or the potential use of money as a way to control or manipulate others.

**Energy Drinks/Caffeinated Beverages**

Energy drinks from home are not allowed in school because of their links to insomnia, headaches, irritability, rapid heartbeat and muscle tremors. Regularly using caffeine to cope with lack of sleep can set up a cycle of insomnia. Brand names include, but are not limited to, Red Bull, Monster, Prime, Rockstar Focus, C4 and Five Hour Energy.

The school allows one cup of coffee or tea per day with parental permission. The school will also provide one caffeinated canned drink, not exceeding 100 milligrams, per day. Students may choose one of the three options per day. Caffeinated beverages are only available at breakfast and breaktime. They must be consumed or thrown out by 12pm.

**Glass Containers**

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

**Open beverage containers**

Students may not bring open beverage containers into the school such as open cans or bottles. This includes beverages purchased on school mornings such as hot or cold coffees.

**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 the teacher’s permission. Fidget items are permitted as long as they do not impose on others (noise) or distract the student from class work.

**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 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 different clothing for the student to wear. 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. Boxers or underwear may not be visible.
* Tops and shirts should not be see-through, strapless, or off the shoulder. Tank top straps should be at least one inch wide.in, bare midriffs are not allowed.
* Appropriate undergarments for all students, including bras for female students, are required.
* 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 that constitute a potential danger to self and others will not be permitted. This includes, but is not limited to, jewelry with spikes, heavy chains and heavy boots.
* 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 for convenience.
* Sunglasses are not permitted to be worn indoors without clinical approval.
* Costumes and costume accessories may only be worn with administration approval such as for Spirit Week. This includes accessories that have the characteristics of animals such as a headband with animal ears.
* Excessive makeup or face-painting is not permitted.
* Any item that covers the face (unless a mask to prevent or stop the spread of an illness), is not permitted.
* Students are encouraged to wear appropriate footwear, such as sneakers, to facilitate participation in all school activities. All students are expected to wear sneakers for Physical Education class. State law requires that students always wear shoes within school.
* Hats and hoodies are permitted to be worn indoors provided they do not obscure the student’s face.

**Early Dismissal**

**Early Dismissal Wednesdays** – Each Wednesday, students are dismissed at 1:15pm. This enables all school staff to participate in professional development.

**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. A phone call is also acceptable. 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 the school have on file at least one, but 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 to maintain safety. If this happens, parents/guardians will be notified by phone the same day. The incident will be recorded in the State Department of Education’s CTSEDS system of which parents/guardians and school districts will be provided with a copy of the incident report within two business days.

**AWOL** - If a student chooses to walk or run out of school, staff will follow the student whenever possible, attempt to verbally de-escalate the student and attempt to keep them 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 light breakfast and snack foods 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 food” to a minimum. The school has a refrigerator and a microwave for students’ use. All food will be stored in the kitchen until snack or mealtimes. Students may not eat during classes without teacher permission.

**Beverages**

Students may only bring in new, unopened bottled drinks in plastic bottles, not glass. Open containers are a potential safety issue and exceptions will not be made. Students who arrive to school with an open beverage container or a premade drink from home will need to throw them out. Students may keep a water bottle at school for their own use.

Caffeinated energy drinks from home are not permitted in school. They are linked to several ill-health effects including insomnia, which many of our students struggle with. The school will provide one caffeinated beverage per day to students who have parental permission. Students may choose a single cup of coffee, tea, or a school-provided energy drink not exceeding 100 milligrams of caffeine. Caffeinated drinks are only available at breakfast and break, they must be consumed or discarded by 12 pm.

**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 at Home**

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.

**Illness/Injury at Schoo**l

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. Because chronically poor hygiene can be unpleasant and distracting for classmates, parents/guardians will be asked to attend problem-solving meetings along with their student to address the problem.

**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 the 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.

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 one of these during the school day. Authorization forms must be signed by both parties and will be kept on file. **School staff are not permitted to administer over-the-counter medications such as these without both the parent/guardian permission AND authorization from the student’s physician.**

**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 their academic classes. These Chromebooks serve as a vital instructional tool.

Prior to using any device, students and parents must both sign and return the Chromebook contract. Students are monitored when using Chromebooks 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 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, ChromeBooks 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 continually talk or joke about sexually explicit or lewd content. 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 after school hours. Although it is entirely normal for all students to want friendships, some of our students 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.

**Intensive 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 may 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 is 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). With parental permission, local students may walk home. If a parent or guardian is expecting to pick up their student from school, a call to both the teacher and the transportation company needs to be made to inform them of the change.

