



CCGC SCHOOL

Student and Guardian Handbook

2020-2021

317 North Main Street, Manchester CT 06040

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www.ccginc.org

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Our Mission...

...is to assist and support children with emotional and behavioral issues by providing a special education day school and a system of child and family-focused mental health services.

GOAL OF CCGC SCHOOL

The CCGC School provides a highly structured therapeutic setting for students with emotional or behavioral difficulties. Our small size, high staff-to-student ratio and multi-disciplinary approach create a close knit community of support that ensures safety and nurtures individual growth. The school's goal is to foster the development of the social, emotional, and academic skills each student will need to be successful in less restrictive home and school environments. Regularly scheduled meetings between clinicians and families provide crucial support and promote a strong partnership between families and the school staff.

CCGC SCHOOL REPORT

At the school, we continually reflect on our mission and in doing so seek to develop new and innovative techniques that enhance the educational process.

The CCGC school staff recognizes the importance of providing a high quality program based on the Connecticut Department of Education's Curriculum framework. This achievement is promoted by providing a balanced curriculum which implements learning programs based upon the vision, principles, values, and key competencies in all learning areas.

We are committed to providing curriculum aligned with the Common Core State Standards in all areas. Teachers utilize a differentiated, leveled reading program as well as a spiraling math curriculum via various web-based programs that are engaging to all learners and learning styles.

Students are given opportunities to experience hands-on learning ensuring that they are active participants in their own education.

ADMINISTRATION

Mark Dougherty
Holly Harrison
Stacy Martinchek

Director of Education Director of
School Clinical Services
Administrative Assistant

IMPORTANT PHONE NUMBERS

860-646-0502
860-643-2101
860-645-1470

School Main Office
Clinic Front Desk
Fax

SCHOOL HOURS

9:00 am – 3:00 pm on Mondays, Tuesdays, Thursdays, Fridays
9:00 am – 1:00 pm on Wednesdays

If buses arrive prior to 9:00 am in the morning, students are to be supervised on the bus by their driver and/or attendant. Students will not be permitted to enter the school prior to 9:00 am.

DELAYED OPENINGS AND EARLY DISMISSALS

All school delays will be announced as a 2-hour delay, in alignment with Manchester Public Schools. On delayed days, school hours will be 11:00 am – 3:00 pm (or 11:00 am – 1:00 pm on Wednesdays). On days that an early dismissal is announced, school hours will be 9:00 am – 1:00 pm. Please note that bus schedules are governed by your local school district, not by CCGC. During inclement weather, please contact your bus company to determine transportation. All late openings, early closings, and full-day closings are announced through CBS, NBC and FOX. Please follow the broadcasts in inclement weather. We will also send out a text to inform you of a school delay, early dismissal, or school closing. Please make sure that we have your updated cell phone number.

Unless other arrangements are made, students will only be permitted to leave school at dismissal time and on their own school bus. For whatever reason, if a student needs to leave school early, they will only be dismissed to the care of their parent, guardian, or adult listed in their School File. Please send in a written notice and call the school to confirm that the notice was submitted to your child's teacher. Until familiarity is established between school staff and those picking up your children, any adults picking them up will be required to present a state-issued photo identification, in order to protect the safety of all CCGC Students.



BUSES

Transportation to and from CCGC School is arranged by your local school district except for students living in Manchester and Vernon. Please contact your district's Board of Education or the Bus Company, directly, for any transportation concerns or issues that may arise (e.g. issues with picking up or dropping off your child). Children are expected to follow bus rules. If any noteworthy behavioral incidents occur, bus drivers/monitors will make a report to school staff as well as district transportation staff.

TO OUR *Students*

The majority of this handbook is most relevant to parents/guardians for informational purposes, rather than students. However, children should be informed of basic rules and responsibilities about being a CCGC student. Please review this section with your child.



ATTENDANCE

Connecticut state law requires parents to make sure that their children attend school regularly, and a student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion is considered absent.

Every attempt should be made to confine necessary appointments to after school, weekends, or vacation periods. It is very important to contact the school before 9:00 am on the day of the absence by telephoning the school office 860-646-0502 so that we can mark an absence as excused.

LUNCH AND SNACK



All students are offered breakfast and lunch at school, and families can apply for free or reduced fee meals. An application is provided as part of the CCGC intake process or you can apply online at www.ezmealapp.com. It is then processed by Manchester Public Schools, who prepare our CCGC school meals daily. Classes also receive snacks daily.

GENERAL RULES OF BEHAVIOR

STUDENTS – Please learn the following rules in order for all of us to be safe, happy and able to learn.

- Be respectful of others' safety, feelings and property.
- Follow instructions.
- Use appropriate words to express your feelings.
- Use coping skills when you are upset.
- Ask your teacher about specific classroom rules.
- **Leave your toys and belongings at home (radios, cell phone, video games, iPads, etc.)**
Please see attached cell phone policy.
- **Do not** bring any weapons (real or play) to school. Anything that can be used for harm will be confiscated and a parent or guardian will be notified.



CELL PHONES

We strictly enforce our No Cell Phone in School Policy. This policy has been in place since September of 2019, after finding that cell phones were a huge distraction that impeded the learning of students. It is not necessary for your child to have a cell phone in school. If there is an emergency you can call the school at 860-646-0502. If that line is busy you may call 860-643-2101. If there is an emergency at school, we will call you. We feel it is important to enforce this policy to ensure and maintain the safety, security, and privacy of all of our students and staff.

If a student has a cell phone during the school day (9:00 am – 3:00 pm) the cell phone will be confiscated by staff and returned at dismissal time. If there is a second incident, the cell phone will be taken and locked in a secure cabinet, and the student's parent or guardian will be called to come and personally pick up the phone.

We encourage you to share this information with your child and ask for your assistance and support in this matter for the 2020-2021 school year.

BULLYING

In accordance with state law and CCGC Policies, any form of bullying behavior is prohibited on school grounds, or at a school-sponsored or school-related activity, function, or program, regardless of being on or off school grounds, on a school bus or van, or through an electronic device or electronic mobile device.

“Bullying” means the repeated use of behavior or communication (written, verbal, or electronic) by one or more students, directed at or referring to another student that:

- causes physical or emotional harm, or damage to the student’s property.
- places a student in reasonable fear of such harm or damage.
- creates a hostile environment at school.
- infringes on the rights of a student at school.
- substantially disrupts the education process or the orderly operation at school.

Bullying is taken very seriously at our school and any report of suspected bullying behavior will be promptly reviewed.

STUDENTS – “Bullying” is words or behavior that can hurt someone’s body, feelings or belongings. Bullying scares others and makes them feel uncomfortable at school, making it difficult for them to learn. Bullying is not permitted at our school. Always remember to be respectful and kind to your classmates. If you see someone being bullied, be a good friend and tell an adult at school right away.



RECESS

All students receive brief breaks from academics during their school day. When weather allows, they go outside for recess and should dress accordingly (hats, gloves, warm jacket, and long pants). During inclement weather, students receive recess indoors.

STUDENTS – When outside, stay within the marked area, and only step outside of this area if you are given permission to do so. When indoors, walk and use an indoor voice. When outdoors, ask if it’s a good time to run and shout, to let out some extra energy. This will help you focus on your work when you return to class.





DISCIPLINE

School discipline is managed at school. If students behave in ways that require extra effort to help them learn, we will teach them at school (e.g. earn more tickets for following rules, attend/ participate in special activities, etc.). You will be notified of any significant behavioral difficulties through communication with your child's teacher and clinician. Feel free to discuss these issues with your children to help them learn and understand how to improve their behavior. We do not send students home for misbehaving during the school day. Students will only be sent home for illness, or if they are suspended from school. Suspensions rarely ever happen at our school.

DRESS CODE

Students are encouraged to dress in a manner that reflects pride and respect for themselves, their school, and their community.

STUDENTS – You are expected to wear:

- Clothes and shoes that allow full participation in classroom activities, recess, and physical education.
- Clothes/ T-shirts that are respectful, don't offend anyone, and are not a distraction.
- Clothes that cover all of your body (e.g. no halters, bare midriff, spaghetti straps).
- Hats and bandannas are not appropriate in the classroom. Hats can be worn outdoors.
- Please, no pajamas or slippers are to be worn in school unless it's pajama day (notices will be sent home).
- Masks will be worn by all students.

HOMEWORK

Homework is an extension of clearly-defined classroom activities and should be appropriate to the student's age, ability, and level of independence. Teachers assign meaningful homework that is familiar to students. Reading with a family member is also highly encouraged.

STUDENTS – You are expected to:

- complete your homework when it is assigned.
- read every night.

FIELD TRIPS AND OFF-GROUNDS ACITIVITIES

As part of the educational program at our school, students participate in regular off-grounds activities. These activities are carefully planned and well-supervised. Parents/guardians will sign permission for these activities as part of the intake process. Regular off-grounds activities may include (but are not limited to) the following:

- Whitton Memorial Library
- Union Pond
- Manchester YMCA
- Ellington YMCA for swimming in the Fall, Winter, Spring
- Pool at Robertson Park for swimming during Summer School
- Robertson School for lunch during Summer School
- The Second Congregational Church (across the street from our parking lot) – for fire drills or evacuation purposes during inclement weather, or for the use of the large hall for special CCGC School activities
- MARC, Inc. of Manchester for Christmas caroling
- Walks through the neighborhood
- Local stores or restaurants, as earned privileges (these also reinforce daily living skills)

On occasion, teachers plan other special trips to supplement the learning that occurs in the classroom. For something out-of-the-ordinary, parents will be notified in advance and will be asked to sign a permission slip.

STUDENTS – You are expected to be on your best behavior during a school trip.

PARENT/GUARDIAN INVOLVEMENT

Communication and cooperation between parents/guardians and CCGC Staff are important components to your child's success. Communication occurs in various forms, including family therapy.

Parents receive daily feedback of their child's progress in an emailed point sheet.

Parents/guardians of our school children are expected to participate in regularly scheduled meetings with their child's CCGC clinician/team. The frequency of these meetings is determined on a case-by-case basis, depending on the child's and family's needs, however, they occur at least monthly, and sometimes biweekly. The goals of these meetings are determined with your clinician.



INDIVIDUALIZED

Education Program

All CCGC School students come to our school with an existing Individualized Education Program (IEP). This is an important document that describes your child's special education plan (or need for a diagnostic placement). It summarizes your child's current levels of educational and functional performance, goals and objectives, the setting in which your child will receive education, modifications and accommodations to your child's program, related services, transportation needs, etc.



PLANNING AND PLACEMENT TEAM

A Planning and Placement Team (PPT) is a group of professionals (comprised of CCGC staff and a representative from your child's school district) who, along with parents/guardians, are equal participants in the decision making process to determine the specific educational needs of the child. They also develop, review, and revise a child's IEP. If you'd like to have a PPT meeting to review/revise your child's IEP, this request goes to your district, who arranges a meeting with CCGC staff. Your district representative is the administrator of the PPT.

ACADEMICS

The Community Child Guidance Clinic School is committed to providing curriculum aligned with the Common Core State Standards in all areas. Teachers utilize a differentiated, leveled reading program. We also use a literacy program based on phonological-coding principles. Our reading instruction directly and systematically teaches the structure of the English language. Our math curriculum is a spiraling curriculum approach that facilitates learning concepts for long-term retention.

Below are some of the resources and strategies available to our students:

- State-of-the-art interactive technology
- Engaging, hand-on lessons
- Collaborative and interactive learning
- Small group presentations



COMMON CORE/SMARTER BALANCED ASSESSMENTS

CCGC School educates students according to their IEPs, and is aligned with Common Core State Standards. Using Smarter Balanced Tests, children in grades 3-8 are assessed in the areas of English Language Arts/Literacy, and Mathematics, while students in grades 5 and 8 are assessed in Science. This assessment requires computer access in school with accommodations if necessary. The Smarter Balance results provide meaningful feedback and data that teachers can use to help students succeed.

RELATED SERVICES

CCGC Staff provide various services that are indicated on your child's IEP – Counseling/Therapy, Occupational Therapy and/or Speech & Language Services. Due to the complex behavioral-social-emotional difficulties that most of our students face, it is standard that CCGC staff recommend one weekly hour of individual and or group counseling as a mandated service.

In addition to the services indicated on your child's IEP, CCGC students also have the possibility of receiving other clinical services through this agency (e.g. psychiatry, partial hospitalization/intensive outpatient program), though these are **not** the fiscal responsibility of your child's school district. Please inquire with your child's CCGC clinician.



BEHAVIOR INTERVENTION PLAN

A Behavior Intervention Plan (BIP) is a formal plan of strategies, program or curricular modifications, and supplementary aids and supports developed by a PPT, to teach a child appropriate behaviors and eliminate behaviors that impede his/her learning or that of others. It should be positive in nature, not punitive. Most CCGC School students have an individualized BIP.

EXTENDED SCHOOL YEAR

CCGC School offers the option of an Extended School Year (ESY) in the summer. During ESY, all special education and related services continue to be provided to a student in accordance with the student's IEP. The determination of the need for ESY services is made by the PPT on an individual basis.

LEAST RESTRICTIVE ENVIRONMENT (LRE)

A child with a disability must, to the maximum extent appropriate, be educated with children who are non-disabled in a general education class at the school which he/she would attend if the child did not have a disability that required special education and related services. A child with a disability should not be removed from the general education setting unless the nature and severity of the child's disability is such that education in the general class with the use of supplemental aids and services cannot be achieved satisfactorily. CCGC aims to prepare students for a return to a less restrictive environment as soon as possible.

EQUAL OPPORTUNITY

CCGC provides every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to education, activities, services, or other CCGC resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Behavior Management

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

CCGC School staff teach behavioral expectations in the same manner as any core curriculum subject. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all students by making negative behaviors less effective for the child, and desired behavior more functional.



NON-VIOLENT CRISIS INTERVENTION

All staff at CCGC are trained in CPI crisis management by the Crisis Prevention Institute. The Crisis Prevention Institute is an international training organization that specializes in the safe management and de-escalation strategies of disruptive behavior, and focuses on behavior management methods that prevent disruptive behavior. Staff is trained to identify behaviors that could lead to a crisis, effectively respond to prevent escalation, use verbal and nonverbal strategies, and assess risk levels to determine how to continue responding. CPI allows for a safe and respectful school environment.



RESTRAINT AND SECLUSION

If there is a true emergency and a child becomes a danger to self or others, physical intervention may be necessary to maintain safety and prevent injury. This only occurs in rare situations. A behavioral incident report (BIR) is completed immediately following any restraint or seclusion. The detailed report includes a description of the behaviors leading up to the event, a description of the emergency, the staff involved, and observations of the staff and witnesses. Communication to parents/ guardians about these incidents occurs in several ways, including being briefly noted on the same day's Point Sheet, communicated home via phone call (message on voice mail), and sent home via postal delivery. Your child's school district is also notified. As part of the intake process, parents/guardians sign a notice of informed consent and are provided a copy of the detailed policies and procedures.

BEHAVIORAL RATING SYSTEM

The behavior of CCGC students is rated and tracked according to our Behavioral Data Collection System, Review 360, which is often called the "Point Sheet." Each student's behavior is rated on five target behavioral goals. Three are consistent across all students (Following Directions, Being Respectful, and Completing Assignments) and two are specific to your child's individual needs. At the end of each school day, an email (Please make sure that we have your most recent email address) or printout is sent home, indicating your child's overall behavior for the day. In this daily report, staff also mention an effort/strength that was observed each day, an area of difficulty (should there be any), and a reason for seclusion (should there be any). Parents are to review this Point Sheet daily.

BEHAVIOR INCENTIVES



Various incentives are used throughout the day to help CCGC students feel encouraged and rewarded for their appropriate behavior. Verbal and nonverbal praise and encouragement are consistent throughout our school. Staff will also use tangible incentives such as tickets or points, which can be traded in for prizes at the school store and or special lunches. Classes can also earn privileges as a group, as a way of encouraging group cohesion. All students are incentivized with activities/ levels of Fun Friday, which occur on a weekly basis.

Psychiatry

Not all CCGC School students receive psychiatric treatment (e.g. medication management). Among those who need psychiatric care, there is the option to be treated by an outside provider or one of our CCGC psychiatrists. For those who choose to be treated by a CCGC psychiatrist, the school treatment team keeps the psychiatrist up-to-date on any important trends observed during the school day, or issues reported by parents during family therapy sessions. Appointments are often scheduled during the school day to make things easier on your child. Parents/guardians must arrive for the appointment, and school staff walks your child over to the clinic side of the building to meet the doctor.



Physical Health

ILLNESS AND ABSENCE



For the health and comfort of all, students should be kept home from school if they display the following symptoms:

- Vomiting
- Diarrhea
- Fever of 100 degrees or higher
- Conjunctivitis (pink eye)
- Lice
- Strep throat (sore throat with fever)
- Pinworms
- Contagious skin conditions such as ringworm, impetigo, or rashes which may be chicken pox or 5th disease

If your child becomes ill at school, you will be called to pick him/her up. If you cannot be reached, other names that you have listed on your child's emergency card will be contacted. In the event your child becomes suddenly ill or injured at the end of the school day, your child will not be sent home on the school bus. Instead, you will be called to pick up your child. Children need to be fever/symptom free for a minimum of 24 hours before returning to school.

MEDICATION

Any student who needs medication administered by our nurse during the school day must have the prescribing doctor write the order on a special form. **All medications must be in their original container with proper labels, and it must be brought to school by an adult and delivered directly to the nurse (or individual designated to accept medication if the nurse is not available).** Students are not allowed to carry or take their own medication at school unsupervised. **Please contact us if you have any other concerns regarding medication administration during the school day.**

HEALTH ASSESSMENT (PHYSICAL EXAMINATION)

All students must present evidence or a copy of a physical examination upon enrollment to CCGC. The physical examination must be documented on a "State of Connecticut Department of Education Health Assessment Record" blue form from (C.G.S. 10-204a).

ROUTINE SCREENINGS– SPEECH & LANGUAGE, OCCUPATIONAL THERAPY, VISION, HEARING

Many students who are enrolled at CCGC School have certain mandates on the IEP for Speech and Language Services, or Occupational Therapy Services. Among those who do not, CCGC routinely screens students (upon admission) to determine if there may be any underlying difficulties in these areas that contribute to their academic difficulties. Should there be a need for a full evaluation based on the screening results, CCGC requests a PPT so that your district approves the evaluation and obtains your consent for testing.

Students are also routinely screened for vision or hearing difficulties annually. Should there be any concern, you will be contacted and guided through the next steps of getting your child whatever help is needed in order to be successful at school.



STANDING ORDER MEDICATION

CCGC policy allows school nurses to dispense Tylenol (or its generic form) or Ibuprofen under Standing Orders written by Manchester Board of Education Medical Advisor and with the written permission of the parent or guardian. These Standing Orders allow Tylenol or Ibuprofen for the following reasons:

- Headache without injury or fever
- Menstrual cramps
- Recent dental work

TYLENOL OR IBUPROFEN CANNOT BE GIVEN FOR ANY OTHER REASON UNLESS IT IS REQUESTED IN WRITING BY A PHYSICIAN.

School Safety

CCGC School cooperates with the Manchester Police, Fire Department, and civil defense authorities to provide a safe program. Parents and guardians have a joint responsibility however, to constantly emphasize safety procedures to their children.

FIRE DRILLS

Fire drills are held at regular intervals as required by state law, and students must follow the exit directions posted in each classroom. During a drill, students are escorted out of the building by a teacher or staff member, and are expected to follow their directions quickly, quietly and in an orderly manner. In the event of a fire drill, CCGC School visitors must exit the building along with a CCGC Staff member.



EMERGENCY PREPAREDNESS DRILLS

Emergency preparedness drills will occur on a regular basis. These drills help us to be prepared in the event of an emergency. Supervision by the Manchester Police Department ensures that our students and staff practice skills necessary to remain safe. The plan calls for staff to either “Run, Fight, or Hide” depending on the scenario. During this time, parents and guardians will receive an email informing them that we are practicing an emergency drill. You will receive an additional email to inform you when the drill is over. An additional step to ensure safety will include the testing of our communication systems on a regular basis. Our primary objective is to ensure the safety of all students and staff at CCGC. Should a parent/guardian be visiting the school during a drill, they will also follow the same procedures as staff. No visitors will be admitted into the school during a safety drill.

SEARCH AND SEIZURE

CCGC exercises the right to inspect the desks, backpacks, and other personal belongings of students in order to safeguard others, their property, or CCGC property. An authorized CCGC staff member may search a student's belongings if there is reason to believe that the student is in possession of contraband material, and that material presents a serious threat to the maintenance of discipline, order, safety, and health to others. Under special circumstances, CCGC Staff may search students, particularly if there is reasonable suspicion to believe that the student possesses illegal matter, such as a dangerous weapon or drugs. Students must be aware that such items are strictly forbidden.

SMOKING

Smoking or the use of tobacco products, including vaping, is not permitted in the building or on the grounds of CCGC.

Privacy Policy

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that gives all parents/guardians of students under 18 or students over the age of 18 or attending post-secondary schools, the right to see, correct and control access to student records. FERPA applies to the records of CCGC School students.



ACCESS TO CCGC CLINICAL RECORDS

All clinical records are maintained by the Clinic's Quality Assurance Specialist and stored in a manner that minimizes access by others (e.g. paper charts are stored in locked, fire proof cabinets and electronic medical records are encrypted). Clerical staff has access to records for the purpose of filing, billing and record maintenance. Information is sent out of the Clinic upon request, only with prior authorization (signing of a release) of the parent or legal guardian. All material on confidentiality (and access to the records) is shared with clients in the "Client bill of Rights" in the Clinic's brochure, and the HIPAA Privacy Notice. Any concerns regarding this matter can be directed to the CCGC HIPAA Priva-

MANDATED REPORTING

All clinical records are maintained by the Clinic's Quality Assurance Specialist and stored in a manner that minimizes access of others (e.g. paper charts are stored in locked, fire proof cabinets and electronic medical records are encrypted). Clerical staff have access to records for the purpose of filing, billing and record maintenance. Information is sent out of the clinic upon request, only with prior authorization (signing of a release) of the parent or legal guardian. All material on confidentiality (and access to the records) is shared with clients in the "Client bill of Rights" found in the Clinic's brochure, and the HIPAA Privacy Notice. Any concerns regarding this matter can be directed to the CCGC HIPAA Privacy Officer.

PHOTOGRAPHY

During the Intake Process, parents/guardians are provided with a permission slip authorizing consent for photography and videography. CCGC Staff will only take pictures or video if you have given permission.



Visitors and Volunteers

In order to respect the privacy and confidentiality of all CCGC students and patients, CCGC Staff request that all visitors make an appointment prior to coming, however, all unexpected visitors must first report to the Clinic receptionist. Visits to individual classrooms during instructional time will only be made in rare circumstances, for justifiable purposes, and with the approval of the Educational Director. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted on the CCGC property. CCGC Staff are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds, and offenders will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct, and disruptive behavior will not be permitted. We ask all parents and visitors to assist us in modeling good behavior for our students.

Thank You!!



Thank you for taking the time to review this handbook and supporting us in our effort to make CCGC School a safe and comfortable place for everyone.

Kindly acknowledge the receipt of this handbook, and that you have read through and understand its contents, with your signature on the accompanying page. Please also have your child verify an understanding of the parts that are directly relevant to students. Please send the signature page back to school signed by both you and your child, but keep the handbook for your future reference.