

MCSEC Day School (OASIS)

1500 E. Lawrence
Marion, KS 66861
Phone: 620-382-2858
Fax: 620-382-2063

MCSEC Day School is a school for students experiencing significant behavioral difficulties and related school failure. The Day School is designed to create a positive environment where students can learn responsible behavior while regaining a commitment to school, learning, and self.

Please read through the enclosed information and discuss it with your family as well as the child being considered for this special learning opportunity. Feel free to talk with the staff about any questions you may have. It is our goal to work together with parents/guardians and families for the success of all our students. This begins with well-informed and involved parents. This handbook is an effort to open the lines of communication to a positive school experience for your son or daughter. Thank you, again, for taking the time to learn more about this unique school program.

Day School Staff

Parent and Student Handbook

Our Students

Special Education Cooperative Day School provides intensive services to students experiencing significant behavioral difficulties and related school failure. Students range from 5-21 years of age and have not been successful in a self-contained special education program in the neighborhood school. Entrance into Day School occurs as a result of thorough planning and consideration of least restrictive environment (LRE), as mandated by the state. This would include collaboration with the neighborhood school, the Day School Administrative Team, and the IEP Team, which includes the parent(s).

Day School Mission Statement

MCSEC Day School provides every student with a safe and positive learning environment which cultivates self-worth, respect for others, the desire to learn, and develops personal responsibility to work toward a successful return to a traditional school setting.

Our Staff

The MCSEC Day School is professionally staffed with caring educators dedicated to helping your child find success in school. This includes certified special education teachers, school psychologist, school social worker, nurse, and paraeducators to assist in all aspects of the program. The school operates with multi-age classrooms designed to instruct students at their personal skill level. There is a teacher and at least one paraeducator in each classroom, ensuring a ratio of at least two adults for every three students. All MCSEC employees are mandated reporters. The Day School staff includes:

Jeremy Gooch
MCSEC Assistant Director
Day School Principal
CPI Trainer

Briana Jamieson
Behavioral Consultant & SEL Team
Coordinator for Marion Co. Schools

Sandra Ruder
Teacher (6-12) & Trauma Trainer

Nanette Lowry
Teacher (K-8) & Community Liaison

Cierra Goodwin
Teacher (K-5)

Victoria Holub
Paraeducator & Art Instructor

Loretta Looney
Paraeducator

Our Program

Day School provides an environment where students can be successful in their academics and their behaviors by utilizing the following tools:

- Individualized Education and Behavior Plan
- Focus on improving basic academic skills
- Social Skill/behavior Instruction
- Core targets behaviors: Safety, Respectful, and Responsible
- Day School staff coordinates with families, neighborhood schools, and community mental health services.

Transition Planning Entrance into Day School & Back to the Neighborhood School

During the placement meeting, the IEP team and neighborhood school will determine a plan for transition. This includes the reduction of behavior challenges and implementation of strategies and skills for student success upon reintegration to neighborhood school. Transitions should be a SLOW progressive transition, as the state mandates (LRE). Considerations for determining when entering or exiting the Day School should include:

- Determine student's most successful environmental modifications & accommodations.
 - Daily Schedule
 - Alternative placement
 - Modified assignments
 - Accommodations as needed when identified by the IEP Team
- Learning appropriate self-regulation strategies & skills.
 - Self-advocacy
 - Coping skills
 - Social skills
 - Academic skills
- Examples of transitions
 - Partial days at the Day School or at the neighborhood school
 - Full time within the resource room at the neighborhood school
 - MS/HS extracurricular activities after the full day at the Day School
 - Visitations at the neighborhood school with supervision by Day School staff

General Day School Schedule

8:00 - 8:30	Student Arrival and Breakfast
8:30 - 9:00	Homeroom and Behavior Class
9:00 – 11:30	Academic Instruction
11:30 – 12:30	Lunch interspersed with Academics (Primary 11:30-12/Secondary 12-12:30)
12:30 – 2:45	Academic Instruction
2:45 - 3:00	Student Dismissal

Because of the transportation routes used by the Day School staff and students, in the case of snow or severe weather, primary providers will notify parent/guardian of school closure via pre-determined methods.

Our Expectations for Students

Our Goal is to help students cultivate self-worth, respect for others, the desire to learn, and develop personal responsibility to work toward a successful return to their neighborhood school. We believe that all students, regardless of past experiences have the potential for success by utilizing the Day School code of conduct.

Code of Conduct

★ Be Safe

- Self
- Others
- Property

★ Be Responsible

- Take responsibility for your own behavior.
- Follow school procedures and expectations.
- Be trustworthy in your words and actions.

★ Be Respectful

- Show respect for self through appropriate words, appearance, and actions.
- Share concerns and feedback for others in a caring and polite way.
- Take care of your property as well as the property of others.

Social Skills Curriculum

To support school expectations, the Day School teaches students necessary social skills. These social skills provide students with step-by-step guidance to successfully participate in a positive school environment. These skills include:

How to Follow Instructions

1. Look at the person.
2. Say “OK.”
3. Do the task right away.
4. Check back.

How to Accept Feedback

1. Look at the person.
2. Say “OK.”
3. No arguing.
4. If you disagree, bring it up later.

How to Get the Teacher’s Attention/Ask for Help

1. Look at the person.
2. Raise your hand.
3. Wait to be called on.
4. Ask for help or a question with a quiet voice.
5. Tell the person details what you need help with.

How to Make a Request/Accept No

1. Look at the person.
2. Use a pleasant voice tone.
3. State request specifically, saying “Please.”
4. No arguing.
5. Say “Thank you” if the request is granted.

How to Apologize

1. Look at the person.
2. Use a pleasant voice tone.

3. Make a specific statement of what you are sorry for.
4. Say what you will do differently next time
5. Ask the person if they accept your apology.

How to Ignore Peer Behavior

1. Look away from the peer.
2. Say to yourself, “I won’t look and I won’t listen – I’ll keep working.”
3. Continue to look away and focus on your activity.

How to Stay On Task

1. Have necessary materials on the desk.
2. Look at materials or ask for help if needed.
3. If help is not available, go on to the next problem.
4. Complete assigned task.

How to go to the Sensory/Calming/Safe Room

1. Go quickly & quietly to a safe area.
2. Have nice hands and feet.
3. Use items respectfully Return to class quietly

Responding to Teasing or Bullying

1. Pause, remain calm.
2. Give the person feedback, ask them to stop.
3. Look or walk away.
4. If it continues, report to an adult

Day School Expectations

School Hours

School is open from 8:00 am to 3:00 pm. Students will not be allowed in the building before 8:00 AM unless prior arrangements have been made. The Day school is a closed campus, with any movement through the building requiring staff permission. If a student leaves school grounds without permission, the police may be contacted.

Attendance

It is important that students attend school daily so that they can receive consistent instruction and make progress toward their behavioral and academic goals.

All absences will be considered unexcused until approved by Day School staff. When it is necessary to miss school, parents/guardians must notify the day school as soon as possible by contacting their student's primary teacher, calling the school at 382-2858, or sending a note upon their return. Families are asked to specify the exact reason for an absence. Notes marked "personal reasons" or "personal business" will not be excused. These are the types of excused absences: 1. Personal illness, 2. Death of immediate family, 3. Medical/Therapy appointment, 4. Religious observance, 5. Court proceedings. A doctor's note is required for verification of a medical appointment or illnesses lasting 3 days or longer, or the absence will remain unexcused.

When it is a planned absence, please notify the Day School at least one school day in advance so that work can be sent home. Any absence may be classified as unexcused if the administration has reasonable cause to make that decision. My Parent/guardian may only excuse students for 10 absences per semester. Further absences will require documentation to be excused. Any absences above 10 days without documentation will remain unexcused and apply towards truancy.

Students with 3 consecutive unexcused absences, 5 unexcused absences in a semester, or 7 unexcused absences in a year, will be considered truant and a referral may be made to the Department of Children and Families (DCF) and/or the County Attorney. For excessive excused absences a meeting may be called to set up an attendance plan.

Middle and high school students that attend school Monday through Thursday, and complete all classwork before when they leave on Thursday may be eligible for Opt Out Friday. Staff will notify families when their student earns Opt Out Friday, and may remain home for the day. If a student brings in a doctor's note for sickness AND completes the work missed, could still qualify for Opt Out Friday

Late Work

Students are responsible for making up all missed work whether their absence is excused, unexcused, or due to an office referral. Staff will provide students with a list of missing assignments. All missing assignments are due by the end of the quarter in order to receive credit. If missing work becomes chronic, a contract will be developed with the teacher and/or administrator.

Illness

Students will remain in school unless they have a fever of 100 degrees or more, vomiting or other symptoms of concern (at staff's discretion). If a student needs to be sent home due to illness the parent/guardian will be contacted to provide transportation home. The student may return to school after 24 hours of being symptom-free. If a student needs a prescription medication during the school day, the parent/guardian must give all medication directly to staff with a note signed by the parent and physician.. Students are not allowed to have any medication in their possession. These include prescription, over-the-counter medicines, or look-alikes at school. All medications need to be in the original packaging or prescription bottle. Staff will keep them in a secure location, and administer them according to the prescriber's instructions. If a student needs over-the-counter medication, it may be given according to the signed medication sheet signed by the parent.

Transportation

Students will use the transportation services arranged by my neighborhood school district and the Day School. Any other means of getting to and from school requires written permission or contact between the parent/guardian and Day School Staff. If a student struggles with the transportation provided or needs to stay after school, the parent/guardian will be contacted to transport them between school and home. If personal belongings become an issue during transportation, disciplinary action may occur.

From time to time, parents request that their children be permitted to ride the bus to and/or from someplace other than their designated stop. The school district policy and Kansas State Law for these situations is as follows:

- A note to transportation services from a parent/guardian must be received not less than 24 hours in advance.
- The stop must be a designated stop on an existing route.
- The students must ride their neighborhood district transportation only.
- Only students who are authorized bus transportation will be allowed to ride. If a note is not received, the request will be denied when the student attempts to board the bus.

Personal Belongings

The focus of the Day School School is to learn how to be successful at the neighborhood school as quickly as possible. Therefore, equipment such as electronics, toys, cellphone, music players, keys, wallets, fidgets, etc. will not be allowed at school. If students choose to bring any such items to school, they will be turned over to the school staff when entering and will receive them back at the end of the day. If they are not turned in for the day, they will be kept safely at school until my parent/guardian can pick them up. If an item is not labeled, it may not be returned until the parent identifies the item. Breakage, theft, or loss of items brought to school is not the responsibility of the school. Electronics are not to be left on the bus. Students are not allowed to trade any items at school or on transportation. The school will not take responsibility for any items traded or lent to other students.

Meals

Students may purchase breakfast and lunches each day at the family's expense. If the neighborhood school determines a student is eligible, they may receive breakfast or lunch at a reduced rate or no charge. Students may bring a bag lunch, though may not bring soda pop or energy drinks. The Day School follows the USD 408 Lunch Account Policy. Students are required to maintain a positive balance and will not be allowed to charge for meals if there is a negative balance. If they have a negative balance, students will be served a peanut butter sandwich and milk. The school social worker may have a list of additional resources if needed. To sign up for a 408 Lunch account please contact the district office for directions or email Day School Administration.

Personal Appearance (Dress Code)

- Wear weather-appropriate clothes.
- Hats, ball caps, bandannas, and other similar types of headgear are not allowed. Head coverings due to medical purposes are acceptable, as are appropriate headbands/scarves for holding back long hair.
- Clothing is not allowed if it is deemed offensive, inappropriate, or if it is associated with gangs.
- In order for students to play safely, proper footwear must be worn at all times. Students are encouraged to wear shoes or sandals that fasten securely.
- In general, any clothing item or hairstyle (i.e. Mohawk, brightly dyed hair, etc.) deemed by professional staff as disruptive to the learning environment will be subject to correction.

Students will receive a warning and be loaned an appropriate piece of clothing (or may call home for a replacement) when wearing clothing that is inappropriate. Repeated offenses will result in a visit between the student and parent and/or administration; the school administration makes the final decision as to the appropriateness of student dress.

Clean Schools

Students of the Day School School, share responsibility for keeping the school building and equipment clean and in working order. If a student loses, steals, damages, or destroys property, they will replace the item or pay the cost of replacing or repairing the property within 30 days. If they are unable to pay, a plan will be worked out with the Day School staff. The student and parent/guardian assume responsibility for any such damage that occurs at the Day School or on any school-sponsored activity.

Respect

At the Day School we tolerate and appreciate differences in people. Everyone, students included, has the right to be accepted for who they are and be free of ridicule, harassment, or bullying. If a student feels they have been harassed or bullied they will report it to a staff member. The administration will notify the parent/guardian of all involved parties.

Data Collection

While at the Day School, students' target behaviors are tracked by staff. Target behaviors also include problematic behavior that limits a student's ability to successfully participate in school. Information tracked for problem behavior may include what happens before and after the behavior and how long the behavior lasts. This information will help staff understand the reason behind the problem behavior and assist staff to determine appropriate interventions. Ongoing data will show if those interventions are working or need additional changes. All data collected is kept confidential and only used to evaluate students' progress.

Off-Campus

Students of the Day School are expected to have respectful and orderly conduct in order to go off campus. These include field trips or other special events in the community. Inclusion on academic field trips will be determined by staff and/or parents.

Neighborhood School

If students are interested in participating in any of my neighborhood school's activities (sports, clubs, plays), the Day School staff, parents/guardians, and neighbor school will need to meet to determine if this is part of the student's plan for success. Students are expected to follow my home school guidelines and expectations while participating in extracurricular activities. The neighborhood school will be responsible for transporting the student to the events they are participating in. Staying connected with the staff and peers in the neighborhood school can help them make their return to their home district in the future easier.

Calming Areas and Safe/Seclusion Rooms

The Day School has several areas for students to de-escalate, including a safe/seclusion room. These safe areas allow students the opportunity to use healthy calming techniques so they can calm themselves and return to class. When the student is ready to work and return to the instruction they were receiving at the time he/she left the room, they will return to class as soon as possible. When the student is calm and ready to work, staff will assist them to safely transition to class.

If a student becomes uncontrollable, unsafe to self or others, distracting to the learning environment, or destroying property, they may be directed to one of these areas. If a student poses a physical threat to themselves or others, emergency safety intervention such as physical restraint or seclusion may be used as a last resort. CPI techniques may be used to assist the student to the seclusion room or the student may be physically restrained using CPI techniques. (Attempts to remove other students from the area will be made before the student is restrained.) If the student continues to be unsafe, they may be placed in the seclusion room. Two adults are outside the seclusion room observing behavior. The door with a window may be locked (the lock requires that a person be present and holding a button to engage the lock) to prevent the student from leaving, however, the adults must be able to view the student while he/she is in the room. If a student needs to be restrained or placed in seclusion, the parent/guardian will be notified on the same day. Additional information is provided at the back of this handbook. Please refer to ***A Family***

Guide to the Use of Emergency Safety Interventions (Seclusion and Restraint) in Kansas which can be located on your home school district website and at <https://ksdetasn.org/resources/915>.

Removal from the school program is reserved for those students who require additional assistance from their parents, police, or other authorities. Students are welcomed back to Day School when their behavior is in control and they can participate safely in the school environment.

Laws

The Day School staff is concerned about student's health and the laws are very clear about young people who possess or use tobacco products, illegal substances, and weapons violations:

- Students cannot smoke in the school or on the school grounds. Any tobacco or vape products found in their possession will be disposed of and the police will be notified. Lighters will be taken away. The possession of tobacco products under the age of 21 is a misdemeanor.
- Students will not possess, use, or be under the influence of alcohol, drugs, narcotics, or intoxicants of any kind on school grounds or en route to and from school. Students will not sell, trade, or distribute any of the above-stated substances on school grounds.
- Students will not possess any known weapon or article for use as a weapon on school grounds.
- Students will not destroy the school's or another student's property.
- Students will not behave in a manner that disturbs other students' learning.
- Students will not harm themselves, other students, or staff.

If a student does any of the above, legal authorities may be notified. (Parents will be called regarding self-harm. Self-inflicted wounds will be covered while at school. Lockers and personal items may be searched at any time. Students may also be searched if there is probable cause. For staff and student safety, cameras in the building are monitored at all times.

Crisis Plan

Should a fire, intruder, or other crisis arise, the Day School students and staff will follow the board-approved crisis plan. If an emergency occurs, the parent/guardian will be notified as soon as possible. The Day School practices two different tornado shelter locations - in school; or if time allows, go to USD 408 Sports and Aquatic Center located across the street. Parents/guardians will be notified when and where to pick up their students.

If a student expresses suicidal thoughts/actions at school, the parent/guardian will be contacted. The student will not be left alone and a plan will be developed with home and/or other organizations. If students are having these thoughts at home - please see the following contact information or contact local mental health provider: **National Suicide Prevention Lifeline: 1-800-272-8255** ▪ **Suicidepreventionlifeline.org**

MCSEC Day School (OASIS) School

Student and Parent Contract

We have read and discussed both the opportunities for and the expectations of students at the Day School. We are committed to this learning opportunity for our son or daughter and will support the expectations for responsible student behavior which provide a positive learning environment for *all* students who attend the school.

We understand that our child may remain at the Day School while working toward the personal, social, and academic growth necessary for a successful return to his/her neighborhood school. We understand that as parent(s) we play an important role in making this a productive experience for our child, and we pledge our full support to our student, the Day School staff, and a safe school environment.

Student Signature

Date

Parent/Guardian Signature

Date