

# Educational Learning Experience



*Establishing a strong foundation that promotes learning through effective teaching methods, while providing a positive support system for students, staff and families.*

**Parent/Student Handbook  
2023-2024**

## ***Welcome to the Educational Learning Experience Family!***

Dear Students, Parents and Guardians!

Welcome to the 2023-2024 school year! I am so excited to begin another school year and I can't wait to see all of our students and families. Please read this handbook and return the signature page to the school by Friday, September 8, 2023.

I would like to take this opportunity to welcome you to the Educational Learning Experience at The Arc Greater Hudson Valley NY. We are excited to work with your child and to have you all be a part of the ELE family. We are honored that you have chosen our program for your family.

We are so fortunate to have a strong team of teachers, therapists and staff members who have high expectations for student success, while balancing that with the needs of all students. We believe in building a strong love of learning. We also make sure there is time for students to play, collaborate, problem solve and create.

Family members are a key to our success as a school. We can't do it without you! Parent education is woven into every aspect of our program, because we know that your involvement contributes significantly to your child's success in school and in life. Together we can help all children to learn and grow as individuals and become strong members of our community.

Our priority, first and foremost is the safety of each and every student we serve. We offer a dynamic and structured program that focuses on having your child gain the skills to move on to the least restrictive environment.

We pride ourselves on maintaining an open-door policy for the families of the children while maintaining a secure learning environment with strict sign in procedures. You are more than welcome to visit anytime, we only ask that if you have a concern please feel free to make an appointment before or after school hours with the staff member.

The guidelines in this handbook provide you with the tools for a successful school year. Thank you for the privilege of allowing us to work with your child! Please refer to our website <https://www.elearc.org> for any updates throughout the school year.

As the Arc Greater Hudson Valley NY's - Educational Learning Experience family, we are "Changing Lives: One Heart, One Mind, One Community" at a time by focusing on our shared vision of excellence in education and creating a culture of kindness and teamwork. As a unified team, we will continue to make ELE the Place to Be!!

Sincerely,

Beth Laub MS. Ed SBL  
Assistant Executive Director



## Educational Learning Experience

### ***Beth Laub Assistant Executive Director of Education***

Beth has been working in the field of special education for over 20 years, the last 9 at The Arc. She holds a Bachelor's and Master's Degree for Students with Disabilities aged birth through 6<sup>th</sup> grade from Fordham University and The College of New Rochelle. Her School Administrative Certificate is from The College of St. Rose. Beth began her teaching career at SAIL at Ferncliff Manor Residential School located in Yonkers NY. She worked with children with multiple disabilities. After many years of working directly with the children, developing their individualized programs, she decided she wanted to begin to support the broader school population to include staff and families in the role of administrator. In her role as Director she learned how to become a team's Director, not the Director of the team. Her philosophy is grounded in building the team up so they can leave better than when they started, but support them so they do not want to! Her guiding mantra is "listen to listen, not respond", it is the only way to understand and meet the needs of our students.

### ***Denise Blair Assistant Director***

Denise joined The Arc Greater Hudson Valley NY in 2014, following fifteen years of working with children with disabilities of all ages and in many different capacities. Her career began at Hawthorne Country Day School in Hawthorne, NY teaching Early Intervention, Preschool and K through 2nd grade children with disabilities. She holds a Master's Degrees in Childhood Education and School Building Leadership from Mercy College. Denise views a collaborative school environment as the key to creating successful teachers and students. She believes partnerships with parents and community members are essential to enriching the school experience for each student.

### **Your Leadership Team**

**Beth Laub- Assistant Executive Director**  
**Denise Blair- Assistant Program Director**  
**Rebekah Hall-Assistant Site Supervisor**  
**Deborah Bolzan- Senior Speech Supervisor**  
**Lauren Telesmanic – Senior Occupational Therapist Supervisor**  
**Theresa Gurrieri- Senior Physical Therapist**  
**Cheryl Lachant-Curriculum Coordinator**

## Our Mission, Belief & Vision Statements

**Mission Statement:** Our mission is to empower our students of all ages with disabilities to live as contributing, valued members of the community by promoting: Inclusion, Independence, Individualization, Productivity and Self-Determination. The education department strives to establish a strong foundation that promotes learning through our effective teaching methods, while providing a positive support system for students, staff and families.

### Our Beliefs

- Parents are their children's first and most important teachers.
- Children of all ages learn best by being in structured and predictable learning environments. Hands-on experiences, parent involvement, and settings that are safe, happy, challenging and caring allow for the most progress to occur.

### Our Program Goals

- To instill a LOVE OF LEARNING that students can carry throughout their lives.
- To provide age appropriate skill building activities that foster learning.
- To provide a safe and secure environment that allows children to thrive.
- To give children a sense of self-worth by allowing them to succeed at their own level.
- To build social skills including sharing, problem solving, making choices, cooperation, being considerate, taking turns, listening, sitting attentively, and learning appropriate behavior for certain situations.

### Our Commitments

- Use best teaching practices and research-based curriculums.
- Respect family privacy and the right of parents to be the final decision makers.
- Actively seek parent/teacher partnerships for the benefit of their children.
- Honor each family's cultural history, beliefs, and practices, particularly in the realm of family life and parenting.
- Approach parents with sensitivity, sound reasoning and observations, appropriate timing, and respect for their decisions and responses.

**Vision Statement:** At Educational Learning Experience, every student is empowered for success in a safe, caring environment fostered by compassionate and empathic staff members who value positive relationships and see unlimited potential.



## Educational Learning Experience

### **IMPORTANT REMINDER**

# **IMMUNIZATIONS AND PHYSICALS ARE REQUIRED FOR ALL STUDENTS TO BEGIN SCHOOL**

As per NYS regulations:

Children attending day care and pre-K through 12<sup>th</sup> grade in New York State must receive all required doses of vaccines on the recommended schedule in order to attend or remain in school. This is true unless they have a valid medical exemption to immunization. This includes all public, private, and religious schools. A medical exemption is allowed when a child has a medical condition that prevents them from receiving a vaccine. There are no nonmedical exemptions to school vaccine requirements in NYS.

[https://www.health.ny.gov/prevention/immunization/schools/school\\_vaccines/](https://www.health.ny.gov/prevention/immunization/schools/school_vaccines/)

Education Law Article 19 and Regulations of the Commissioner of Education require physical examinations of public/private school students:

- Entering the school for the first time, and in grades Pre-K or K, 1, 3, 5, 7, 9, and 11 and at any grade level by school administration, in their discretion to promote the educational interests of the student (8 NYCRR § 136.3[b]);

## **10 Things You Should Know about Being an ELE Family Member**

1. We are kind to students. We treat students with respect. We build relationships with students. We discuss behavior with students privately and in a respectful manner.
2. We are kind to parents and value their partnership. We provide proactive, not reactive, parent communication with the expectation of building positive relationships with all parents.
3. We are kind to each other. We are more than a team, we are a family. We collaborate and support one another because we believe they are **ALL "OUR"** kids.
4. We maintain high expectations for our students and for ourselves. We give 100% every day and expect the same from our students. We support them, encourage them, and are purposeful in our instructional decisions.
5. We are open to change, growth, and strive for continual improvement.
6. We plan collaboratively and seek the BEST ideas.
7. We use flexible grouping in our teachings.
8. Lessons, assignments and learning environments are individualized, relevant and engaging without exception.
9. Lesson plans should be a tool for guiding instruction, thorough, well planned, and connected to the students IEP's and standards at all times.
10. Our schoolwide expectations, developed through PBIS, should be taught, modeled and followed by all. The use of common language helps our students experience success behaviorally AND academically. We are overwhelmingly positive and work to catch our students being good.

### **Back to School Night**

This year, we will have once again a scheduled Back to School Night. All parents/guardians are invited to attend:

New Windsor ELE – Wednesday, September 27, 2023 5:00-7:00PM

Middletown ELE – Thursday, September 28, 2023 5:00-7:00PM

Another letter will be sent with details prior to the Back to School nights.

### **Volunteer protocol**

We welcome volunteers to come in and read with the children for example. All volunteers must be approved by the building supervisors and Assistant Executive Director prior to arriving in any building.

### **Main Office Staff Duty Hours:**

9:00 am – 5:00 pm

Assistant Executive Director Administrative Assistant- Danielle Warren  
**[dwarren@arcghvny.org](mailto:dwarren@arcghvny.org)**

8:00 am – 3:30 pm

New Windsor Receptionist/Secretary – Sonia Rosario  
**[srosario@arcghvny.org](mailto:srosario@arcghvny.org)**

7:00 am – 3:30 pm

Middletown Administrative Assistant – Gabrielle Valencia  
**[gvalencia@arcghvny.org](mailto:gvalencia@arcghvny.org)**

8:30 am – 1:30pm

New Windsor Receptionist/Secretary Jazmine Gomez  
**[JGomez@arcghvny.org](mailto:JGomez@arcghvny.org)**

### **Reception Desk**

All parents and volunteers sign in and out at the reception desk.

### **Building Security**

During the instructional day, all visitors and students are required to enter the school through the front doors only. All doors are locked **at all times. Students are never to open locked outside doors.**

**All students must travel with a staff member when not with their class.**

**Parent Conference Reception Protocol**

1. Parents are asked to sign in at the main office.
2. The appropriate teacher will be notified of parent arrival.
3. A classroom staff will come get the parent at the scheduled conference time.
4. For meetings held in the conference room, parents will sign in at the main office and be escorted when possible to the conference room.
5. Zoom conference will be offered.

**Visitors, Substitutes, and Volunteer Check in**

All visitors, volunteers and substitutes must sign in through the main office. Visitors lacking a badge will be escorted to the front office.

**Student Sign-in/Pick up**

Students arriving late will be signed in by a parent in the front office. Anyone picking up student will be asked to provide identification and a copy will be made and placed in the student's file.

**Student Registration Information**

New information regarding student address changes, phone numbers, custodial and guardian notices must be forwarded to the main office secretaries as soon as you are made aware of changes. Any changes made throughout the year **MUST** be sent to building administration.

**Records/FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **Student's Absence from School**

- A student's parent/guardian should call into the office on the morning of the absence to report the reason for absence. If a student is absent for more than 3 days, a doctor's note is required on the 4<sup>th</sup> day in order for the student to return to school.

### **Volunteer Info.**

- Training is required prior to volunteering in the schools.
- Inquiries about volunteer opportunities should be directed to the Assistant Executive Director of Education

### **Parent Volunteers & Training Requirements**

All volunteers are required to complete a volunteer in house orientation program in each building.

- **Volunteer** orientation must be completed **before** going on field trips, assisting in classroom activities, or volunteering in any buildings.
- **A picture ID is required every time when visiting our schools.** This is part of our safety precautions to ensure student safety.
- **A list of authorized volunteers** is kept in the front office. A hard copy is available upon request.

### **Nurse's Office**

The nurse's office hours of operation are 8:30-3:00 daily.

- *Educational Learning Experience New Windsor*  
Regina Catalina 845-564-1855 ext 31417 [RCatalina@arcghvny.org](mailto:RCatalina@arcghvny.org)
- *Educational Learning Experience Middletown*  
Joyce Deghetto 845-344-2292 ext 34139 [jdeghetto@arcghvny.org](mailto:jdeghetto@arcghvny.org)

Our school nurses are responsible for the monitoring of any and all symptoms and may send children home as stated in our health policy as per the CDC and DOH guidelines.



The health and safety of the children and adults in our schools is the priority. Health and safety will always come first in every decision made and every action taken by The Arc Greater Hudson Valley NY- Educational Learning Experience. All health and safety guidelines will apply to full in-person, hybrid models and remote learning as applicable. The Arc Greater Hudson Valley NY- Educational Learning Experience is focused on taking preventive actions, and will perform health checks and screenings as per DOH guidance in order to recognize signs and symptoms of illness in students and staff.

Parents/guardians should keep their child home if they are not feeling well and/or displaying symptoms of illness (this includes covid and flu like symptoms) and the child should not be present in school. This list is not all inclusive as some individuals may display other symptoms or none at all. The following are listed as the most common symptoms that a child should stay home for:

- Fever or chills (100°F or greater)
- Nausea or vomiting; and/or Diarrhea
- Cough or Sore throat;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Congestion or runny nose;

All staff are trained/educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and/or irritability; and
- Frequent use of the bathroom.

Students exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child. Emergency contacts will be called as soon as the forms are received to ensure that they are readily available if needed.

### **Prescriptions/Medications**

The nurse is responsible for dispensing medicine. Medicine must have a prescription label with the child's name and specific instructions.

Any medications that students are required to take at school **MUST** have a doctor's prescription. This includes any over the counter medication or ointments (bacitracin or Aquaphor, for example, requires a doctor's prescription). **Medications are to be delivered directly to the school nurse** unless an alternative plan has been approved using a locked medication bag. Please contact your building's assigned nursing staff or the building administrator to set up medication transport.

Classroom medical kits and go to bags/kits will be provided along with a parent communication form to use for any emergency or drills.

Medical Emergencies—If your child is injured or has a medical emergency, we will immediately administer appropriate first aid. We will call you if an injury interferes with your child finishing the day. Other injuries will be reported to you at the end of class. If emergency treatment is indicated, we will call 911, you, and your child's doctor. If the paramedics deem it necessary, your child will be taken to the nearest hospital by ambulance.

To ensure the continued good health of everyone it is vital to enforce a sound health policy.

**We have a “No Sick Policy” which simply means if your child complains or shows any signs of an illness you should keep them home from school.**

**CHILD SHOULD NOT BE SENT TO SCHOOL IF ANY OF THE FOLLOWING ARE PRESENT:**

- Fever of 100.1 or greater – child must be kept home for at least 24 hours after the temperature returns to normal without medication
- Child is recovering from a contagious condition must have a doctor’s note stating the child is not contagious and may return to school: for example, but not limited to:
- Infection of skin/scalp such as impetigo, scabies, ring worm, etc.
- Infection of the mouth such as thrush, hand foot and mouth virus, etc.
- Infection of the eye- pink eye (conjunctivitis)

**If your child is medically diagnosed with restrictions or limitations, a note from the physician is required for school participation.**

**IF YOUR CHILD EXIBITS THE FOLLOWING HE/SHE MUST BE PICKED UP IMMEDIATELY**

**Please note that if we call and are unable to reach parent/guardian, the emergency contacts will be called to pick up your child.**

- Fever over 100.1 degrees
- Fever accompanied by vomiting and/or diarrhea
- Fever accompanied by rash
- Vomiting
- Diarrhea that is not contained to diaper, or soils children’s clothes
- Asthmatic symptoms with no medication and or doctors order
- Any incidence of severe allergic reaction to food ingestion, insect bite, etc.
- Live head lice
- Pink eye
- Any injury requiring evaluation by a physician or emergency room.

In the case of an EMERGENCY SITUATION the following procedure will be followed:

- The child will be transported by ambulance to the nearest hospital.
- A staff member will accompany the child to the hospital and remain with the child until parent/guardian arrives.

Questions relating to health policies, shots, etc. should be directed to nurses office at your child’s school **Regina Catalina (845)564-1855 in New Windsor and Joyce Deghetto (845-344-2292) in Middletown.**

*The nurse’s office hours of operation are 9:00-3:00 daily.*

*The school nurses are responsible for the monitoring of any and all symptoms of illness. The nurse may send children home as stated in our health policy and as per the SED/CDC and DOH guidelines.*

*The health and safety of the children and adults in our schools is the priority as we plan for the upcoming 2023-2024 school year. Health and safety will always come first in every decision made and every action taken by The*

*Arc Greater Hudson Valley NY- Educational Learning Experience. All health and safety guidelines will apply to full in-person, hybrid models and remote learning as applicable. The Arc Greater Hudson Valley NY- Educational Learning Experience is focused on taking preventive actions, and will perform health checks and screenings as per DOH guidance in order to recognize signs and symptoms of illness in students and staff. We have developed plans which include staff, student and family training in all safety and protective measures to maintain a healthy safe environment. Trainings include how to support students and families on maximizing and maintaining social distance; managing and isolating ill persons until they can be sent home; instructing students and training staff in proper hand and respiratory hygiene; the wearing of appropriate face coverings; and cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance.*

*Whether instruction is provided in-person, remotely, or through a hybrid model of the two, our program will have an important role to play in educating and communicating with all stakeholders about the everyday preventive actions we can take to prevent the spread of COVID-19. Prevention is accomplished by following the recommendations of health authorities in the following areas:*

- *Health Checks;*
- *Healthy Hygiene Practices;*
- *Social Distancing (as necessary per DOH/CDC guidance);*
- *Personal Protective Equipment (PPE) and Face Coverings (as necessary per DOH/CDC guidance);*
- *Management of Ill Persons; and*
- *Cleaning and Disinfection.*

*The nurse is responsible for preparing and administering medication. Medication must be in the original container and have a prescription label with the child's name and specific instructions. A physician's order and signed parental consent is necessary to administer any/all medications, including Over-the-Counter medications and topical creams/ointments. ALL MEDICATION IS TO BE DELIVERED DIRECTLY TO THE SCHOOL BY PARENTS/GUARDIANS. IF PARENT/GUARDIAN DROP OFF IS NOT FEASIBLE, MEDICATION MUST BE TRANSPORTED IN THE SCHOOL PROVIDED LOCKED BAG AND NOTIFICATION MUST BE MADE TO THE SCHOOL THAT IT IS IN THE CHILD'S BACKPACK. THE SIGNATURE PAGE MUST BE SIGNED.*

***We have a "No Sick Policy" which simply means if your child complains or shows any signs of an illness you should keep them home from school.***

**CHILD SHOULD NOT BE SENT TO SCHOOL IF ANY OF THE FOLLOWING ARE PRESENT:**

- *Fever or chills (100°F or greater)*
  - *Child must be kept home for at least 24 hours after the temperature returns to normal without fever reducing medication*
- *Cough;*
- *Shortness of breath or difficulty breathing;*
- *Fatigue;*
- *Muscle or body aches;*
- *Headache;*
- *New loss of taste or smell;*
- *Sore throat;*
- *Congestion or runny nose;*
- *Nausea or vomiting; and/or diarrhea.*
- *Child who is recovering from a contagious condition must have a doctor's note stating the child is not contagious and may return to school: for example, but not limited to:*
  - *Infection of skin/scalp such as impetigo, scabies, ring worm, etc.*

- Infection of the mouth such as thrush, hand foot and mouth virus, etc.
- Infection of the eye- pink eye (conjunctivitis)

**If your child is medically diagnosed with restrictions or limitations, a note from the physician is required for school participation.**

**IF YOUR CHILD EXIBITS THE FOLLOWING HE/SHE MUST BE PICKED UP IMMEDIATELY**

**Please note that if we call and are unable to reach parent/guardian, the emergency contacts will be called to pick up your child.**

- Fever 100°F or greater
- Fever accompanied by rash
- Cough
- Shortness of breath or difficulty breathing;
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or Diarrhea.
- Asthmatic symptoms with no medication and or doctors order
- Any incidence of severe allergic reaction to food ingestion, insect bite, etc.
- Live head lice
- Pink eye
- Any injury requiring evaluation by a physician or emergency room.

All staff are trained/educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and/or irritability; and
- Frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home. Emergency contacts will be called as soon as the forms are received to ensure that they are readily available if needed.

In the event of a medical emergency, we will immediately administer appropriate first aid. We will call you as soon as possible to inform you of any injury. If emergency treatment is indicated, we will call 911, you, and your child's doctor. If the paramedics deem it necessary, your child will be taken to the nearest hospital by ambulance. A staff member will accompany the child to the hospital and remain with the child until the parent/guardian arrives.

*Classroom medical kits and go to bags/kits will be provided along with a parent communication form to use for any emergency or drills.*

*Questions relating to health policies should be directed to Regina Catalina BSN, RN, 845-564-1855*

*For day to day health concerns or to report your child absent, please contact your child's school directly.*

*Educational Learning Experience New Windsor  
Regina Catalina 845-564-1855*

*Educational Learning Experience Middletown  
Joyce Deghetto 845-344-2292*

### **Birthday Celebrations (Students)**

Any celebratory items must be pre-approved by the school nurses. Parents/guardians will be granted entry with restrictions. Individual classrooms may have certain dietary restrictions. Please consult with your child's teacher prior to any event.

### **Peanut Allergies**

If there are any students with airborne allergies, the school will be completely nut free. In the event that there is a student in a specific classroom with an allergy, that classroom will maintain a nut free environment and a note shall go home to members of that classroom. This protocol is subject to change throughout the school year based on student enrollment.

### **School Wide Discipline**

All students have the right to learn in a safe environment that is free from disruption. As a Positive Behavior Support program, ELE promotes good character and citizenship ensuring quality education for all students. We strive to provide a bully-free educational environment. Staff are charged with the responsibility and authority to maintain discipline in their classroom and throughout the buildings. Students are expected to adhere to the classroom, buildings procedures and behavior guidelines.

***Our goal at Educational Learning Experience (ELE) is to intervene at the lowest level possible and teach our expectations to our students through caring and respectful instruction. Students have the right to a positive learning atmosphere within the entire school. Our school-wide behavior Guidelines are: \*Be Safe, \*Be Respectful, \*Be Responsible.***

ELE presents a unique opportunity for children with behavioral and developmental needs. Teachers support behavioral and academic growth with the help of instructional tools and strategies that are evidenced to optimally support and guide each student through their academic journey during their time at ELE. Teachers, administrators, and staff are charged with the responsibility and authority to maintain appropriate limit-setting and structure in their classroom and throughout the school building in a safe and respectful manner. Students are expected to participate in their individualized behavior plan. Students who are actively engaged in learning are less likely to engage in risk taking, unsafe, and/or disruptive behaviors. We use a wide variety of engagement strategies, prompts, and learning tools to keep our students actively engaged in their learning process. Our approach to behavioral change begins with a partnership between school staff, the child, and caregivers. It acknowledges that "Good is a Choice" and rewards those students who choose to do the right thing. Behavior that gets attention gets repeated.

Teachers/Teacher's Assistants will track and report a minimum of one IEP goal per day for each individual child in their classroom. They will document the time, type of prompt that was used, whether the goal was met or unmet, the date that the goal was introduced, and the date that the goal was mastered.

If a negative behavior occurrence takes place that does not reflect a choice that is safe for the child, staff, or school peers, consequences will be explored and discussed with parents, staff, administrators, and respective school personnel. Parents and legal guardians are informed of all behavior occurrences and consequences that take place within the school-setting at the earliest opportunity of the responsible staff member.

Parents are strongly encouraged to provide additional information that may support recent changes in their child's behavior or suggest strategies that the team can utilize that have been effective within the home in order to promote predictability, safety, and consistency for the child.

A Functional Behavior Assessment (FBA) may also be completed by a clinical staff member. An FBA is a process that identifies a specific target behavior, the purpose of the behavior, and what factors maintain the behavior that is interfering with the student's educational progress. Ongoing tracking of the target behavior(s), which will include observable factors that contributed to the child's behavior as well as internal factors noted by the child, will be documented by certified staff within the classroom setting.

ELE utilizes a procedure when addressing minor behavior occurrences that do not require administrative intervention that directly relate to a child's behavioral and developmental needs of each child in their classroom. All decisions are based on the severity of the behavior occurrence as well as the frequency of the child's behavior occurrences within a specific time frame.

### **Multi-Tiered System of Supports (MTSS, formerly PBIS)**

As a part of the Multi-Tiered System of Supports process, the MTSS committee/team will review, monitor and make recommendations for students who:

- display chronic behavior issues despite teacher and behavior specialist interventions
- If a student displays an urgent problem and Tier I or Tier II are unable to support the student, the team will discuss the need for a behavior intervention plan (BIP).
- The Team will request a CSE/CPSE meeting to discuss conducting a functional behavior assessment (FBA). The district will request parent permission for the FBA to begin.

### **A Positive Approach to Changing Behavior**

Acknowledge that "Good is a Choice" and reward those who choose to do the right thing. Please take time to recognize your child when setting positive examples. ***Behavior that gets attention gets repeated.***

### **Student Pick-up**

All students who are picked up by parents/guardians will be called by the main office and a classroom staff shall escort the child to the parent. ALL STUDENTS MUST BE SIGNED OUT IN THE SIGN OUT BOOK.

### **Snow Day Procedures**

As per NY State Education Department, we are continuing the use of remote learning and practicing the elimination of snow days. Further information will follow. All Educational Learning Experience locations will follow the schedule of **Orange / Ulster BOCES** when there are closings, delays or early closings due to inclement weather. **Follow the Orange/Ulster BOCES announcement exactly.** Announcements will be made on the following stations:

WPDH	101.5 FM	Fox Country	94.5 FM
MIX 97	97.7 FM	WBNR	1260 AM
WRRV	92.7/96.9 FM	WLNA	1420 AM

WHUD	100.7 FM		WJGK	103.1 FM
WGNY	98.9 FM		WXPB	107.1 FM
	1220 AM		WSPK	104.7 FM

Educational Learning Experience will follow the BOCES closings but there will be **separate announcements** on the above listed radio stations.

*For Preschool students if you have any questions regarding your child's individual bussing, please call:*

**\*\*Orange County – (845) 887-0255**

**\*\*Sullivan County –Rolling V 845-434-0511**

**\*\*Dutchess County – Total Transportation (845) 486-3526**

**\*\*Ulster County – VMC (845) 338-0708**

**\*\*The above information only applies to preschool. School age children will not be provided transportation if the district that they live in closes due to the weather. \*\***

## **Education Program Health Policy**

Educational Learning Experience, continues to follow CDC (Center for Disease), DOH (Department of Health) along with SED (State Education Department) guidelines.

If you need to pick up your child early, please make sure we know ahead of time as we are limiting the people that come into the building and classrooms.

We have made changes to our Sick Policy and it will be STRICTLY enforced.

**If your child is sent home due to illness - a Doctor's note needs to be faxed over or brought in BEFORE returning to in person school.**

On the Emergency Sheets we MUST HAVE at least 2 (two) emergency contacts. These contacts will be verified by the school and that they have agreed to pick up your child in the event you are unable, within 1 hour (60 minutes).

These guidelines have been carefully considered to address and promote the safety, and health of our students and staff.

These guidelines were taken from the CDC (Center for Disease) and the DOH (Department of Health).

### **Sick Policy: Students should stay home if:**

- they show any sign of illness, they MAY NOT attend school.
- A fever of 100.0 F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell, congestion or runny nose, nausea/vomiting or diarrhea
- Students who show any signs of illness during the school day will be sent home.
- Parents will be called - child must be picked up within one hour (60 minutes).
- If the parent cannot be reached, the Emergency Contact person will be called and asked to pick up the child. This will be your verified emergency contact person (which they have agreed to be).

### **Just to review, DO NOT SEND YOUR CHILD TO SCHOOL with the following:**

- Diarrhea within 24 hours
- Vomiting within the last 24 hours
- Complains of sore throat
- Drainage from the eyes
- Runny nose
- Fever



**We are adhering to the most up to date child care program guidance as per OCFS, NYSDOH and NYSED are recommended to follow these revised CDC protocols (subject to change as per NYS):**

- Anyone with symptoms of COVID-19 should stay out of the child care program for 5 days OR until they receive a negative COVID-19 test (whichever is first). Before returning to program, symptoms should be improving and you should be fever-free for at least 24 hours;
- Anyone who comes to the child care program with symptoms or who develops symptoms while at the program should be sent home and encouraged to get tested. Symptomatic children or staff who are able to wear a mask should do so while at the program. If possible, children with symptoms who cannot wear a mask should be separated from others and provided supervision while waiting to leave the program;
- Anyone who tests positive for COVID-19 should remain isolated at home for a period of at least 5 days and symptoms should be improving and be fever-free for at least 24 hours before returning to the child care program;
- Anyone who tested positive for COVID-19 and is returning to program between days 5 and 10 should wear a well-fitting mask, up through day 10, if they are able to tolerate one; OR may remove their mask following two negative COVID tests taken 48 hours apart. Children who are unable to wear a mask may still return to the child care program if they do not have symptoms;
- Anyone who has had close contact with someone with COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour period) should wear a mask for 10 days whenever feasible. If they do not have symptoms, they do not need to quarantine and can attend the child care program.

### **Nebulizers**

If your child requires nebulizer treatments, they will only be administered with a doctor's order.

### **Prescriptions/Medications**

Any medications that students are required to take at school MUST have a doctor's prescription. This includes any over the counter medication or ointments (bacitracin or Aquaphor, for example, requires a doctor's prescription). Medications are to be delivered directly to the school nurse unless an alternative plan has been approved using a locked medication bag. Please contact your building's assigned nursing staff or the building administrator to set up medication transport.

It is imperative that phone numbers be kept UP TO DATE.

The Arc Greater Hudson Valley NY- Educational Learning Experience insures the safety of every child first and foremost. The Arc Greater Hudson Valley NY- Educational Learning Experience acts in accordance with New York State Department of Education regulations, CDC and department of health guidelines by:

- [Cleaning and disinfecting](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school.
- Developing a schedule for increased, routine cleaning and disinfection.
- Ensuring [safe and correct use](#) and storage of [cleaning and disinfection products](#).
- Ensuring ventilation systems operate properly

**Overview of Current Health and Safety Guidelines**

On August 11, 2022, the Centers for Disease Control and Prevention (CDC) revised their COVID-19 guidance for schools and child care programs. This information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>. The New York State Department of Health has adopted these guidelines.

**Face coverings and masks:**

Anyone who has had close contact with someone with COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour period) should wear a mask for 10 days whenever feasible. If they do not have symptoms, they do not need to quarantine and can attend the child care program.

**Frequent hand washing and hand sanitizing:**

All students and staff must engage in frequent handwashing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. Protocols must be established for effective handwashing in which individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent alcohol content can be used.

**Isolation and discharge protocols for students who may become ill during the day:**

Protocols for isolation and discharge of students who become sick during the school day remain in place. A specific room is maintained for students with any symptoms at all.

**Regular cleaning, sanitizing, disinfecting, and disposal protocols:**

To ensure that each building, classroom and surfaces are regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly.

- Students and staff will engage in frequent hand sanitizing.
- Nurses have specialized supplies to properly isolate and discharge suspected COVID-19 positive students.

### **Acronyms & Definitions**

**Accommodations:** support services a student may require to demonstrate learning

**BIP:** Behavior Intervention Plan (for special education students)

**CSE:** Committee on Special Education

**CPSE:** Committee on Preschool Special Education

**CPS:** Child Protective Services

**ELE:** Educational Learning Experience

**ELL:** English Language Learners

**ESL:** English as a Second Language

**IEP:** Individual Education Plan (developed via ARD committee)

**ISS:** In-School Suspension

**MTSS:** Multi-Tiered Systems of Support

**Modifications:** changes made to the curriculum expectations in order to meet student needs

**OSS:** Out of School Suspension

**PAC:** Parent Advisory Committee

**PBIS:** Positive Behavior Intervention Support (implementing schoolwide discipline)

**PTO:** Parent Teacher Organization

**RTI:** Response to Intervention



## Educational Learning Experience

Educational Learning Experience at The Arc Greater Hudson Valley strives to build a strong collaboration with our families, the community and our stakeholders. We would like to invite you to join our PTO.

As a PTO, our members work collaboratively to support the school through many events and volunteer opportunities. Together we can ensure that every child succeeds. This is your PTO and you are welcome and encouraged to attend all of our meetings and events, both in person and via ZOOM.

### PTO COMMUNICATION, VOLUNTEER AND SIGN UP FORM

Please fill out this form and return it to your child's teacher or the building site supervisors. You can also email us the information at our new PTO email address [learc.pto@gmail.com](mailto:learc.pto@gmail.com) (this email is for our PTO only)

Today's Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_

Teacher/New Windsor or Middletown (circle one): \_\_\_\_\_

Email address: \_\_\_\_\_

Phone #: \_\_\_\_\_



**PHOTO RELEASE**

I \_\_\_\_\_, give permission to the Educational Learning Experience  
Parent/Guardian Name  
to photograph/video tape my child \_\_\_\_\_.  
Child's Name

---

(select all that apply)

- For public relations**  
Examples: Arc Greater Hudson Valley Website, fundraising purposes, newsletters, social media (ie:facebook), newspapers, brochures, advertisements, television, video, display at events and throughout agency programs
  
- For internal purposes- Education program only**

\_\_\_\_\_ **DO NOT PHOTOGRAPH/VIDEO MY CHILD**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Since Health Insurance Portability & Accountability Act (HIPAA) became effective on April 14, 2003, we can no longer use your photograph or other personal information without written consent/authorization. Previous written authorizations do not satisfy HIPAA requirements. If you sign this authorization, you will have the right to revoke it at any time, except to the extent that the Arc Greater Hudson Valley has already taken action based upon your authorization. You have the right to request a copy of this authorization and receive informed knowledge regarding the use of the information and/or photograph before signing this form



*Educational Learning Experience*

**IMPORTANT REMINDER**

**IMMUNIZATIONS AND PHYSICALS ARE REQUIRED FOR ALL STUDENTS TO  
BEGIN SCHOOL**

*As per NYS regulations:*

*Children attending day care and pre-K through 12<sup>th</sup> grade in New York State must receive all required doses of vaccines on the recommended schedule in order to attend or remain in school. This is true unless they have a valid medical exemption to immunization. This includes all public, private, and religious schools. A medical exemption is allowed when a child has a medical condition that prevents them from receiving a vaccine. There are no nonmedical exemptions to school vaccine requirements in NYS.*

[https://www.health.ny.gov/prevention/immunization/schools/school\\_vaccines/](https://www.health.ny.gov/prevention/immunization/schools/school_vaccines/)

*Education Law Article 19 and Regulations of the Commissioner of Education require physical examinations of public/private school students:*

- Entering the school for the first time, and in grades Pre-K or K, 1, 3, 5, 7, 9, and 11 and at any grade level by school administration, in their discretion to promote the educational interests of the student (8 NYCRR § 136.3[b]);*

## HEALTH POLICY

To ensure the continued health and safety of everyone it is vital to enforce a sound health policy. It is critical that all ELE families understand our health policies. Please sign the below and return to your child's teacher. **Any child who is out of school for 3 or more days is required to have a doctor's note in order to return.**

We have a **"No Sick Policy"** which simply means if your child complains or shows any signs of any illness you should keep them home from school.

### CHILD SHOULD NOT BE SENT TO SCHOOL IF ANY OF THE FOLLOWING ARE PRESENT:

- Fever over 100.1 degrees
- Fever accompanied by vomiting and/or diarrhea
- Fever accompanied by rash
- Vomiting
- Diarrhea
- Fever of 100.1 or greater - child must be kept home for at least 24 hours after the temperature returns to normal without medication
- Child is recovering from a contagious condition must have a doctor's note stating the child is not contagious and may return to school: for example, but not limited to:
  - COVID-19
  - Infection of skin/scalp such as impetigo, scabies, ring worm, etc.
  - Infection of the mouth such as thrush, hand foot and mouth virus, etc.
  - Infection of the eye- pink eye (conjunctivitis)

If your child is medically diagnosed with restrictions or limitations, a note from the physician is required for school participation.

### IF YOUR CHILD EXIBITS THE FOLLOWING HE/SHE MUST BE PICKED UP IMMEDIATELY

**Please note that if we call and are unable to reach parent/guardian, the emergency contacts will be called to pick up your child.**

- Fever over 100.1 degrees accompanied by vomiting and/or diarrhea or a rash
- Vomiting
- Diarrhea that is not contained to diaper, or soils children's clothes
- Asthmatic symptoms with no medication and or doctors order
- Any incidence of severe allergic reaction to food ingestion, insect bite, etc.
- Live head lice
- Pink eye
- Any injury requiring evaluation by a physician or emergency room.

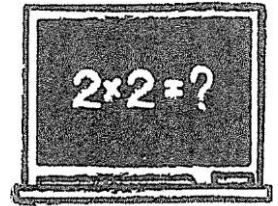
In the case of an EMERGENCY SITUATION the following procedure will be followed:

- The child will be transported by ambulance to the nearest hospital and parent will be notified immediately.
- A staff member will accompany the child to the hospital and remain with the child until parent/guardian arrives.



Nonmedical exemptions to school vaccination requirements have ended for children attending day care and pre-k through 12th grade in New York State. This includes all public, private, and religious schools. Religious exemptions are no longer permitted.

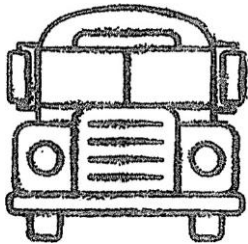
Children with nonmedical exemptions must now be vaccinated to attend or remain in school.



Students who already have all required school vaccinations, and students with a valid medical exemption from a physician, are not affected by this change.

## IMPORTANT VACCINATION DEADLINES:

- Within 14 days of the first day of school or day care — children must receive the first age-appropriate dose in each immunization series to attend or remain in school or day care.
- Within 30 days after the first day of school or day care — parents or guardians must show that they have appointments for the next required follow-up doses for their child. Deadlines for follow-up doses depend on the vaccine.



Tips to help your child relax at their next shot visit:

[www.cdc.gov/vaccines/parents/visit/less-stressful.html](http://www.cdc.gov/vaccines/parents/visit/less-stressful.html)

[www.cdc.gov/vaccines/parents/tools/tips-factsheet.pdf](http://www.cdc.gov/vaccines/parents/tools/tips-factsheet.pdf)



Department of Health





***Educational Learning Experience***

**Please return this signature page to your child’s teacher by September 8, 2023.**

**I have read and understand the ELE parent handbook and understand the ELE Health policy and will abide by it.**

Today’s Date: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Connecting to Your Child's Class DoJo via Email Invite

### From the Web

Your child's teacher can send a link to your email which will allow you to join their class. If you receive an email invitation from your child's teacher, here's how you can connect on a computer:

1. Click on the link in the email
2. Log into your existing parent account or sign up for a new parent account if you do not have an account.

**Welcome, Micah's parent!**

Micah's teacher has invited you to join their class on ClassDojo. Sign up to start!

By signing up, you agree to ClassDojo's [Terms of Service](#) and [Privacy Policy](#)

Once you are logged into your account, you will be able to see your child's avatar, Class and School Story posts, Portfolio posts and your child's point report.

For step-by-step instructions, see our video tutorial on how to connect to your child's class:

## iOS

Your child's teacher can send a link to your email which will allow you to join their class. If you receive an email invitation from your child's teacher, here's how you can connect using your mobile device:

1. Click on the link in the email
2. Log into your existing parent account or sign up for a new parent account if you do not have an account.

10:51  
Messages

AA home.classdojo.com

ClassDojo  
ClassDojo, Inc.  
INSTALLED OPEN

ClassDojo

**Welcome, Micah's parent!**

Micah's teacher has invited you to join their class on ClassDojo. Sign up to start!

First name

Last name

Email

Password

By signing up, you agree to ClassDojo's [Terms of Service](#) and [Privacy Policy](#)

3. Once you enter your login details, you will be asked to download the ClassDojo app (if you already have the app on your device, you will be able to tap "open" to launch the app).

Once logged in on the app, you will see that you are now connected to your child's class.

## Android

Your child's teacher can send a link to your email which will allow you to join their class. If you receive an email invitation from your child's teacher, here's how you can connect using your mobile device:

1. Click on the link in the email
2. Log into your existing parent account or sign up for a new parent account if you do not have an account.

The screenshot shows a mobile browser interface for the ClassDojo app. At the top, the status bar shows the time 10:34, signal strength, Wi-Fi, and 67% battery. The browser address bar displays "ClassDojo for Parents" and the URL "https://home.classdojo.com/#/signup?fromW...". Below the browser bar is the ClassDojo logo. The main heading reads "Welcome, Micah's parent!". A blue notification box states: "Micah's teacher has invited you to join their class on ClassDojo. Sign up to start!". Below this are four rounded rectangular input fields: "First name", "Last name", "Parent@classdojo.com", and a password field with a masked ".....". At the bottom, a small text line reads: "By signing up, you agree to ClassDojo's Terms of Service and Privacy Policy".

3. Once you enter your login details, you will be asked to download the ClassDojo app (if you already have the app on your device, you will be able to tap "open" to launch the app).

Once logged in on the app, you will see that you are now connected to your child's class.

For video assistance please visit:

<https://youtu.be/3gqtifqVFHw>



## EDUCATIONAL LEARNING EXPERIENCE 2023-2024 School Calendar



July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
10	First day of Summer Session

August	
18	Last day of Summer Session

September	
4	Labor Day
5	Conference Day
6	First day of school for students
25	Yom Kippur

October	
9	Columbus Day

November	
7	Conference Day
10	Veterans Day
23-24	Thanksgiving Recess

December	
5	Parent-Teacher Conference (1/2 day for students)
25-29	Winter Recess

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January	
1	New Year's Day (observed)
15	Martin Luther King Jr. Day

February	
19	President's Day

March	
8	Conference Day
25-29	Spring Recess

April	
1	Spring Recess
17	Conference Day

May	
24-27	Memorial Day Weekend

June	
19	Juneteenth
21	Last day of school

- School Closed
- Conference Day (No school for students) (4)
- 1/2 Day Conference Day (Early dismissal for students) (1)

183 school days total  
 Makeup days, if necessary, will begin with May 24, April 1 and March 25



*Educational Learning Experience*

**NOTES**