

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
2020-2021**

Welcome to the Educational Learning Experience Family!

Dear Students, Parents and Guardians!

I would like to take this opportunity to welcome you to the Educational Learning Experience at The Arc Sullivan-Orange Counties. We are looking forward to working with your child and having you all be a part of the ELE Team. We are honored that you have chosen our program for your family.

We have experienced many challenges during these past few months and under the guidance of New York State Department of Education, the CDC and the Department of Health, we are working diligently on continuing to provide a healthy and safe learning environment. As we provide your child's education through the various modes of instruction, we maintain our commitment to each our student's needs. We continue to meet the IEP goals and uphold the standards for all of our learners. Please refer to our re-opening plan on our website <https://www.arcsullivanorange.org/> follow the link to download and view our reopen plan.

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!

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.

Our experienced, highly skilled staff is ready to provide the outstanding learning and support you and your child deserve. But we can't do this alone! Parent education is woven into every aspect of our programs, because we know that your involvement contributes significantly to your child's success in school and in life.

We place an emphasis on individualizing the instruction in order to meet your child's needs. All of our therapists and teachers are licensed and certified in their areas of expertise.

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.

As The Arc Sullivan Orange NY 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 20 years. She holds A Bachelors and Masters Degree for Students with Disabilities aged birth through 6th grade from Fordham University and The College of New Rochelle. Her 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 staff in the role of administrator. In 2010 Beth became the Director of United Preschool in White Plains NY where she learned how to become a team's Director, not the Director of the team. Her philosophy is grounded in building your 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 of Sullivan Orange Counties 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.

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

## **Our Mission, Belief & Vision Statements**

**Mission Statement:** Our mission is to enable persons of all ages with disabilities to live as contributing, valued members of the community by promoting: Inclusion, Independence, Individualization, Productivity and Self-Determination. Amongst the education department we strive 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:** The 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.

### **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.

**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. During the COVID-19 pandemic we are limiting visitors in the buildings. Any approved visitor must go through our health screening procedures.

**Main Office Staff Duty Hours:**

|                   |                                                                          |
|-------------------|--------------------------------------------------------------------------|
| 7:30 am – 3:30 pm | Assistant Executive Directors Administrative Assistant- Karine Rosenblum |
| 7:00 am - 3:00 pm | Assistant Directors Administrative Assistant – Katherine Reyes           |
| 8:00 am – 3:30 pm | Nurse – Sue Wray/ Joyce Deghetto                                         |

**Reception Desk**

All parents and volunteers sign in and out at the reception desk. Flower and balloon deliveries for staff are held at the reception desk. Staff will be called to the desk to get their deliveries.

**Social Media**

The use of social media is strictly prohibited at all times, except during staff lunch break. Taking or posting photos of staff and/or students is also prohibited, unless permission is granted through the administration.

**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.

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

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

**Student Sign-in**

Students arriving late or from an appointment will be signed in by a parent.

**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.

## **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 or send a note / Doctor's note on the day of return.

**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 9:00-3:00 daily.

During the COVID-19 pandemic period the school nurses are responsible for the monitoring of any and all symptoms and may send children home as stated in our health addendum as per the CDC and DOH guidelines.

The health and safety of the children and adults in our schools is the priority as we plan our re-opening during the COVID-19 pandemic. Health and safety will always come first in every decision made and every action taken by The Arc Sullivan Orange Educational Learning Experience. All health and safety guidelines will apply to full in-person, hybrid models and remote learning as applicable. The Arc Sullivan Orange 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; requiring 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;
- Personal Protective Equipment (PPE) and Cloth Face Coverings;
- Management of Ill Persons; and
- Cleaning and Disinfection.

Information on health screening that will be conducted each morning before coming to school will be provided by the registered nurses. Parents/guardians and school staff will be instructed and receive training on understanding that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school. The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website and this information will



be posted throughout the buildings. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- 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.

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.

The nurse is responsible for dispensing medicine. Medicine must have a prescription label with the child's name and specific instructions. 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 school nurses Sue Wray (845)564-1855) in New Windsor and Joyce Deghetto (845-344-2292) in Middletown.

**Birthday Celebrations (Students)**

During the COVID-19 pandemic we are unable to allow any shared items to be sent to school. Any celebratory items must be individually wrapped and 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 peanut free. In the event that there is a student in a specific classroom with an allergy, that classroom will maintain a peanut 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.

### **PBIS (Positive Behavior Intervention Support)/Response to Intervention**

As a part of the PBIS/Response to Intervention (RTI) process, the PBIS/RTI 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**

During COVID-19 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 may be piloting 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 – Swissport (845) 360-5357**

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

**\*\*Dutchess County – Total Transportation (845) 204-9659**

**\*\*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.\*\***

## ***Addendum to Parent Handbook regarding COVID-19*** (Updated 8/25/20)

### **Education Program COVID Health Policy Addendum**

During this time of COVID 19, here at Educational Learning Experience, we will be following CDC (Center for Disease), DOH (Department of Health) along with SED (State Education Department) guidelines.

It is our expectation that our staff and students will wear masks. To the best of our ability, for the health and safety of students and staff, we will be maintaining social distancing.

In order to eliminate cross contamination we ask you to do the following:

Please send lunch and snacks in disposable materials

Only send in cold lunches.

We will not be heating up (microwaving) any food during this time.

No toys from home permitted.

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 an addendum to our Sick Policy and it will be STRICTLY enforced.

**If your child is sent home due to Covid 19 Symptoms - Must have a Covid 19 Negative Result AND a Doctor's note 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 who show any sign of illness MAY NOT attend school.
- If any member of household has symptoms of COVID 19, child CAN NOT attend school as per CDC guidelines:
  - 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).

### **Nebulizers**

If your child requires nebulizer treatments, at this time, we cannot provide them currently as per CDC guidelines. Keep them home. Inhalers with spacers are allowed. ONLY with a doctor's order.

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

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

The *Arc Sullivan-Orange Counties* insures the safety of every child first and foremost. The *Arc Sullivan-Orange Counties* 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.
- Discouraging sharing of items that are difficult to clean or disinfect.
- Keeping each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensuring adequate supplies to minimize sharing of high touch materials
- Avoiding sharing electronic devices, toys, books, and other games or learning aids.
- Ensuring ventilation systems operate properly
- Spacing seating/desks at least 6 feet apart when feasible.
- Turning desks to face in the same direction
- Installing physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult or individuals to remain at least 6 feet apart (e.g., reception desks).
- Providing physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- Closing communal use shared spaces such as dining spaces and playgrounds with shared playground equipment if possible.
- Adding physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

## Re-opening School

### Overview of Current Health and Safety Guidelines

We are operating with the best information we have about how to maintain the health and safety of our students and staff in any in-person school programs and limit the risk of COVID-19 transmission. Based on federal and state guidance and recommendations available at this time, safely re-opening schools will require that the following components are in place:

#### Health Screenings:

Health screening practices for all staff and students who are transported by parents/guardians will be implemented as per the Department of Health (DOH). Daily attestations/questionnaires and temperature checks will be conducted and include the following:

- Have you experienced any COVID-19 symptoms in past 14 days?
- Have you tested positive for COVID-19 in the past 14 days?
- Have you been in close proximity or contact with a person who was confirmed or suspected of COVID-19 in the past 14 days?
- Have you traveled to any state that New York State has restrictions on?

#### Staying home if sick:

As part of the social compact of re-opening, students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19.

#### Face coverings and masks:

It is our expectation that students and staff will wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to medical conditions, or other considerations. In cases in which face coverings or masks are not possible, social distancing of 6 feet is required, unless not feasible due to the personal situation. Schools must have backup disposable masks available for students who need them. Staff may choose to wear their own mask or one provided by the school.

#### 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.

#### Maintaining 6 feet of separation at all times:

All students and staff must maintain a social distance of 6 feet to the greatest extent possible. Desks must be spaced at least 6 feet apart and facing the same direction, and protocols must be developed to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) when feasible.

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

Schools must develop protocols for isolation and discharge of students who become sick during the school day. A specific room must be maintained for students with COVID-19 symptoms that is separate from the nurse's office or other space where other ailments are treated.

#### Smaller, groups of students assigned to one teacher and therapist:

Successfully implementing 6 feet of social distancing will require significantly smaller class sizes and reduced staff-to-student ratios. Furthermore, where feasible, programs should isolate individual groups of students with one consistently assigned teacher, and groups should not mix with other students or staff.

**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 will bring their own face coverings or masks to school, but schools will have a backup supply of masks on hand for students who do not have them, or if their masks become otherwise not useable during the school day.
- Schools will provide face coverings or masks for all teachers and staff who do not bring their own.
- Students and staff will engage in frequent hand sanitizing.
- Custodians will need to be equipped with appropriate masks, gloves, and a proper waste disposal medium.
- Nurses will need additional 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

**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