



2020-2021

*Reopening Handbook
for Parents*

Neil Hellman School



Welcome

September 2020

Dear Parents,

Welcome back!

Here we are at the beginning of another school year, but one that is unlike any we have ever seen. We continue to value the trust that you have placed in us to educate your student in person on our campus, and we fully recognize the responsibility that puts on our staff and us. We understand that you and your student may have questions, concerns, and fears during your transition back to school.

Because we value our relationship with you and your student, we commit to do whatever we can to support you and your family during these unprecedented times. Our priority at the Neil Hellman School is to ensure the health and safety of the students, teachers, and staff who come to our campus every day—but we will not be successful without your help!

We have modified some of our program practices and that information is included here for your review. Please feel free to contact us if you have questions or concerns. We developed our new guidelines with an abundance of caution, and we based them on the New York State Department of Health Interim Guidelines with consultation from our health-care consultants and licensing agencies. Because we are living in an ever-changing situation, these practices are subject to change as needed.

Please note that remote education services continue to be available to enrolled students who are unable to return to school or who are excluded from reporting to school.

To read our full plan for reopening, please visit this site: https://www.northernrivers.org/images/Education/Northern_Rivers_School_Reopening_Plan.pdf

The health and safety of all our students is our top priority. If you have any questions or need additional information, please contact:

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Chief Education Officer and
Superintendent
Northern Rivers Family of Services
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Neil Hellman School
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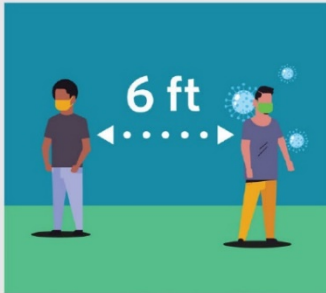
Matthew Bitten
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518.424.5180
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Reopening Response to COVID-19

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health, and well-being of our students, teachers, and staff at the Neil Hellman School.

This guide provides you with safety protocols and steps to take to help keep yourself and the school community safe.

We intend that these policies will lessen, not eliminate, risk. While no single action or actions completely eliminate the risk of COVID-19 transmission, implementing several coordinated interventions can greatly reduce that risk.



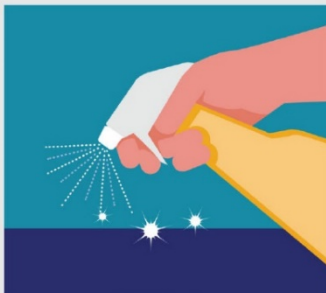
**MAINTAIN
PHYSICAL
DISTANCING**
a minimum of 6 feet



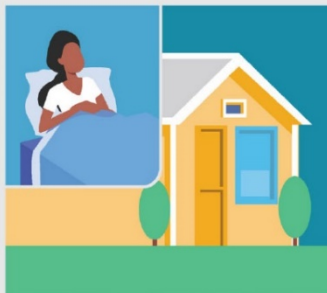
**WEAR YOUR
MASK PROPERLY**
when you cannot
maintain distancing



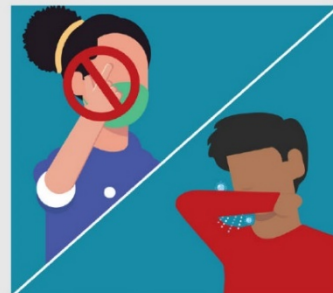
WASH
your hands regularly
for at least 20 seconds



CLEAN
and disinfect
surfaces regularly



STAY HOME
when you or someone in
your household are sick



DON'T
touch your face
COUGH
into your elbow

How Parents Can Help

A safe school environment begins at each student's home, each day. We rely on *you* to help us out by keeping an eye on your child's health and by explaining and supporting the systems and methods we have put into practice here at school so we can continue to remain open and provide in-person instruction in the safest way possible.

- ✓ **Teach** children to wash their hands. Explain that hand washing can keep them healthy and stop the virus from spreading to others.
- ✓ **Teach** children how and when to wear a mask. A mask should be worn whenever they cannot maintain a 6-foot distance from other people. Masks need to cover both their nose and their mouth.
- ✓ **Be** a good role model. If parents wear a mask and wash their hands often, their children are more likely to do the same

Safe Arrivals and Departures

Bus Arrival

- ✓ As a reminder, because effective hand sanitizers contain alcohol, it is not allowed on school buses. You should be certain your child does not have hand sanitizer in their backpack before leaving for school.
- ✓ We require that students wear masks while on the school bus.
- ✓ Designated Neil Hellman staff members will greet students who arrive on buses, and students will leave the bus when staff members direct them to do so. Buses will be unloaded one at a time.
- ✓ Students will line up on green dots, spaced 6 feet apart, and wait to enter the school building until staff take each student's temperature to ensure it is lower than 100°F.
- ✓ We will escort any student who has a temperature higher than 100°F to the nurse's office for further assessment.
- ✓ After we clear the students, we will give each a grab-n-go breakfast (and a mask if they forgot theirs), and students will proceed to their homeroom to eat breakfast.

Bus Departure and Afternoon Dismissal

- ✓ We will dismiss Day Treatment students beginning at 2:40 p.m.
- ✓ Integration staff will assist in notifying homerooms when each student's bus arrives.
- ✓ All students must remain in homeroom until we notify classroom staff that a student's bus has arrived.
- ✓ We will not allow students to congregate at the dismissal area.

Dropping off and Picking up Your Child

We have implemented a no-visitor policy, so parents who need to either drop off or pick up their child should first call the main office and one of our office staff will assist you.

Main Office
518.426.2827

Keeping the Building Clean

- ✓ We will spray all classrooms, gym, cafeteria, and common areas with a child-safe sanitizer after each use and periodically throughout the day. We will allow adequate time between each group to ensure that the sanitizer is applied and dries.
- ✓ We will sanitize frequently touched/used items (e.g., doorknobs, light switches, faucets, toilets, sinks, etc.) regularly throughout the day.
- ✓ We will sanitize student and staff restrooms frequently throughout the day.
- ✓ Students will not share materials among themselves. Students must have their own school supplies.

The Safe Classroom

- ✓ We will practice physical distancing throughout the day, spacing out students' desks as much as possible, ideally 6 feet apart. We will position desks to further reduce the potential for viral spread.
- ✓ As much as possible, classrooms will include the same group of students each day, and the same staff will remain with the same group throughout the day.
- ✓ We will provide individual bins for each student's supplies, and students will not share materials.
- ✓ All adults and students will wear masks and/or face shields unless a medical reason exists.
- ✓ We will not allow volunteers, interns, or other visitors in the building until further notice.
- ✓ We will not allow food or other items from home in the building. If your child has a specific need, please contact their clinician to discuss options.
- ✓ Students will eat breakfast and lunch in their classroom
- ✓ We will allow no large group gatherings

Communicating Urgent Matters

If we need to communicate with all parents regarding an urgent matter, such as a temporary school closure, we will use the Remind app, which allows us to send an email and/or text to everyone at the same time, resulting in the most timely notification.

To enroll, text @neilhe to 81010. You can also go directly to the following address to join <https://www.remind.com/join/neilhe>. If you have difficulty, your child's social worker can help you sign up for Remind.



In keeping with our privacy policies, no one else receiving the message will be able to see your contact information; it remains completely confidential. Because the need to communicate this way could happen at any time, it is extremely important that you let us know if your phone number changes so we can update our system.

If you choose not to use the Remind app, we will notify you by phone, text, or email as we do now.

In-Person, Hybrid, and Remote Learning

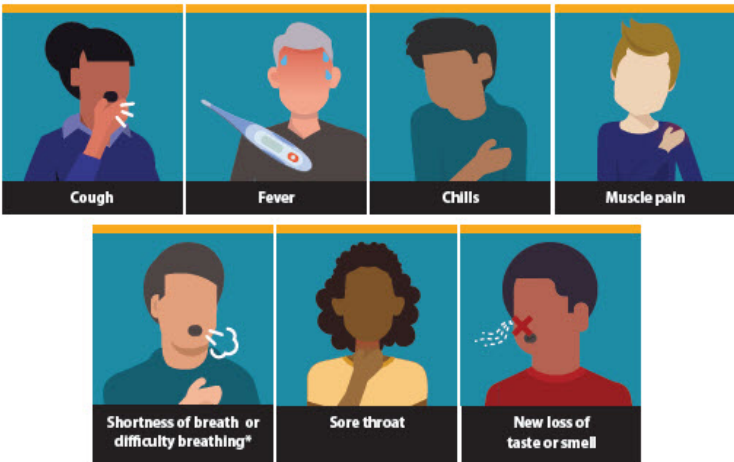
INSTRUCTION TYPE	IN PERSON	HYBRID	REMOTE
Day Treatment and Day Education students	Attend in person	May participate both in person as well as remotely	Participate in remote learning
Residential students	Attend in person	Attend in person	Participate in remote learning
Classroom Setup	<ul style="list-style-type: none"> 6-foot social distancing required Face masks required For instruction or testing requiring at least 6-foot separations, we will use face shields Students will be seated 6 feet apart avoiding any face-to-face seating 	In Person Same as In Person column at left Remote Same as Remote column at right	<ul style="list-style-type: none"> Students will participate in instruction in both synchronous (live teaching) and asynchronous (assignment completion) through Google Classroom We will provide Chromebooks or laptops and hot spots as needed We will provide students with learning packets as needed
Class Size and Special Education	<ul style="list-style-type: none"> All classroom ratios remain in place We will support all individual education plans (IEPs) and mandates including related services and program supports 	In Person Same as In Person column at left Remote Same as Remote column at right	<ul style="list-style-type: none"> We will follow all IEP mandates through the remote platform including telehealth services for related services delivery
Schedule	<ul style="list-style-type: none"> The school schedule will provide for static classes whenever possible Push-in teachers will move from class to class and students will stay in groupings throughout the day 	In Person Same as In Person column at left Remote Same as Remote column at right	<ul style="list-style-type: none"> Students will have a daily synchronous (live video with instructor) and asynchronous (classroom assignments in google Classroom) schedule with additional 1:1 or small group assistance as needed and as an extension of student program supports and modifications.
Instruction Standards	All courses will meet the appropriate standards for: <ul style="list-style-type: none"> NYS Next Generation Learning Standards or Common Core Learning Standards or Learning Standards for Alternately Assessed Students 	Same as In Person column at left	Same as In Person column at left
Social-Emotional Well-Being	We will address the social-emotional well-being of students through trauma-informed instruction, using Attachment, Regulation, and Competency (ARC) framework as a guiding principle	Same as In Person column at left	Same as In Person column at left
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Watch for Symptoms

People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe illness. Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19:

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough **Fever** **Chills** **Muscle pain**


Shortness of breath or difficulty breathing* **Sore throat** **New loss of taste or smell**

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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- Cough
- Fever
- Chills
- Muscle pain or body aches
- Fatigue or inability to wake up/stay awake
- Shortness of breath or difficulty breathing
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you, a household member, or your child has any of the symptoms above, please keep them home until they are symptom-free for 72 hours. For fevers, children must be fever-free for 72 hours without the assistance of fever-reducing medication.

If a staff or student presents at school with

symptoms consistent with COVID-19, we will isolate them from the rest of the school and they will need to leave within an hour. That person will need to follow the recommendations of the NYS Department of Health before they can return to school.

If your student develops any of these symptoms while at school, we will isolated them from the group, and call you. Please have a plan in place to have your child picked up within one hour of receiving the phone call. Adults who are ill should not drop off or pick up students. Adults who are ill should not be assigned to drop off or pick up children.

COVID-19 Travel Advisory

All 50 states have reported COVID-19 cases and deaths, and the situation changes constantly. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick.

On June 25, 2020, Governor Andrew M. Cuomo signed Executive Order 205, mandating that all New Yorkers, adults and children returning from travel to or through certain states will have a mandatory 14-day home quarantine once returning to New York.

As of August 11, 2020, 30 states and 2 territories are currently on the NYS Department of Health (DOH) travel advisory list, and they are listed in the box on the right.

This list updates frequently, so parents/guardians should check the following website for updates before traveling out of New York: coronavirus.health.ny.gov/covid-19-travel-advisory.

Again, please note that there is a mandatory 14-day quarantine for households with adults and/or children who travel to any states currently on the travel DOH advisory list at the time of travel.

Mandatory Travel Quarantine States As of 8/11/20

1. Alabama
2. Arizona
3. Arkansas
4. California
5. Florida
6. Georgia
7. Hawaii
8. Idaho
9. Illinois
10. Indiana
11. Iowa
12. Kansas
13. Kentucky
14. Louisiana
15. Maryland
16. Minnesota
17. Mississippi
18. Missouri
19. Montana
20. Nebraska
21. Nevada
22. North Carolina
23. North Dakota
24. Oklahoma
25. Puerto Rico
26. South Carolina
27. Tennessee
28. Texas
29. Utah
30. Virginia
31. Virgin Islands
32. Wisconsin

We're All in This Together

4We had a wonderful, productive, and safe summer at Neil Hellman School, and we are looking forward to seeing all of our students, whether in person or remotely in September, We are confident that we can work through this together.



Please feel free to call us or send an email if you have questions, concerns, or need assistance.

Neil Hellman School

Main Office
518.426.2827

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FORMS

We have included the following forms for your use:

1. Daily Parent Screening
2. Infections Disease/COVID-19 Health Policy
3. Parent-to-School Communication Plan
4. Request for Change in Student Status