

NORTHERNRIVERS

2020-2021

Reopening Handbook for Parents

The School at Northeast



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 us and our staff. 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 School at Northeast 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 or 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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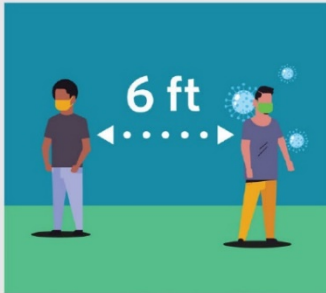
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Reopening Response to COVID-19

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 School at Northeast.

This guide provides you with safety protocols and steps to take to help keep both you 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.



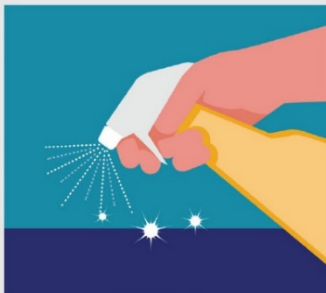
**MAINTAIN
PHYSICAL
DISTANCING**
a minimum of 6 feet



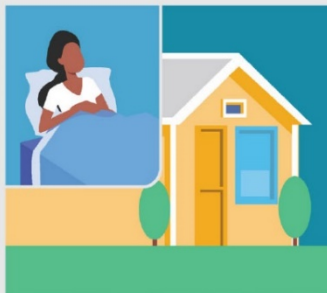
**WEAR YOUR
MASK PROPERLY**
when you cannot
maintain distancing



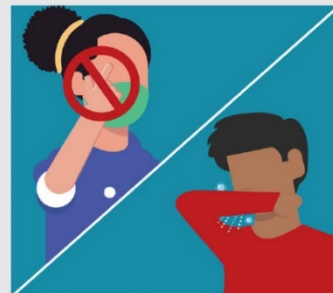
WASH
your hands regularly
for at least 20 seconds



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 that we can continue to remain open and provide in-person instruction in the safest way possible.

Health and Safety at Home

Each morning:

- ✓ Check in with your child each morning for signs of illness, including taking their temperature. If your child has a temperature of 100°F or higher, they may not attend school. You will need to keep your child home until they have had three, consecutive days with no fever, without any fever-reducing medication (i.e., Tylenol, Advil, etc.)
- ✓ Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches. If they do, they should not attend school.
- ✓ To assist you with this, we have created a Daily Parent Screening form for you to use as a guide. You will find this form at the end of this booklet.
- ✓ Watch for other signs of possible illness such as flushed cheeks, rapid or difficulty breathing, unusual fatigue, and/or irritability, sneezing, or frequent use of the bathroom.
- ✓ Plan for your student to wear a cloth face covering on the bus, and talk to your child about the importance of following bus rules and any spaced seating rules.

Be Prepared, Be Preventive

- ✓ Students who have had close contact with someone who has or is suspected of having COVID-19 should not go to school. Contact your health-care provider or county Department of Health for guidance on how to proceed. It's a good idea to locate the contact information for these ahead of time and keep it handy—just in case you need it.
- ✓ Be familiar with local COVID-19 testing sites in the event you or your child develops symptoms. Many sites offer free testing.
- ✓ If your child gets sick, please contact their clinician and/or the school health office to keep us informed.
- ✓ Make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get a flu vaccination every season with few

exceptions. This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness.

- ✓ Review and practice proper hand-washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a face cover. Be sure to thoroughly explain to your child why this is important.
- ✓ Develop daily routines before and after school—for example, things to pack for school in the morning (such as an additional—back-up—cloth face covering) and things to do when you return home (such as washing hands immediately and washing cloth face coverings that have been worn).
- ✓ Talk to your child about precautions to take at school. Remind them to:
 - Wash and sanitize their hands often.
 - Keep at least 6 feet of physical distance from other students.
 - Wear a cloth face covering.
 - Avoid sharing objects with other students, including water bottles, electronic devices, pens and pencils, and books.
- ✓ Consider limiting your child’s interactions outside of school to people in the same group consistently or to activities where physical distancing can be maintained.

Cloth Face Coverings

The School at Northeast requires all students, teachers, and staff to wear cloth face coverings, which we discuss later in this handbook. Because we recognize this may be difficult for some students, parents can do the following things to make this a better situation for everyone.

- ✓ Have multiple cloth face coverings available so you can wash them daily and have back-ups ready. Choose cloth face coverings that not only fit snugly but comfortably against the side of the face, but also:
 - Completely cover the nose and mouth
 - Are secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Can be machine washed and dried without damage or change to shape
- ✓ Label your student’s cloth face coverings clearly in a permanent marker so they are not confused with those of other children.
- ✓ Practice with your child putting on and taking off cloth face coverings without touching the cloth.
- ✓ As a family, model wearing cloth face coverings, especially when you are in situations where physical distancing is difficult or impossible to maintain.
- ✓ Allow your child to choose their cloth face covering that meets our dress code, which we discuss later in this handbook.

- ✓ Consider providing your child with a container (e.g., a labeled, resealable bag) to bring to school to keep the cloth face covering when not wearing it (e.g., when eating).
- ✓ Explain the importance of wearing a cloth face covering and the way it protects other people from getting sick.
- ✓ Consider talking to all of your children about other people who may not be able to wear cloth face coverings for medical reasons (e.g., asthma). This can help prevent problems that may arise if they see others not wearing a mask and do not understand why they still have to.

How to Talk to Kids about Face Masks

Explaining why and when we should cover our face is an important step to get kids to wear masks—and it's more effective when you use age-appropriate messages. What you say and how you say it will depend on the age and maturity level of your child, but here are some general guidelines. With all children, be honest and direct and explain that people sometimes wear masks when they are sick or when they are trying to keep from getting sick. Explain that some people may be sick without realizing it and could spread the disease to others if they are not wearing a mask.

Preschoolers: Keep the conversation simple and concrete, saying something like “We are washing our hands, wearing masks, and not getting too close to others so that we can keep the germs away.”

Grade-schoolers: For grade-school- and middle-school-aged kids, use a more visual medium, such as showing show them videos of how respiratory droplets leave the mouth and spread through the air to demonstrate how masks protect people.

High schoolers: For older kids and teens, parents can be more direct and detailed, saying, for example, “People can spread the virus without feeling sick. Wearing a mask helps ensure we don't spread the virus to other people who could get seriously sick or die from it.” If teens want to learn more, tell them they can find more information at the Center for Disease Control and Prevention website, www.cdc.gov.

Tips for Helping Kids Wear Masks When They Don't Want To

Some children will not want to wear a mask at first. When that happens, give them a chance to practice at home, letting them pick out or decorate their own masks, and make mask-wearing fun can help encourage mask wearing when the time comes.

Model the Behavior

Be consistent, and incorporate wearing a mask into your family's routine. Seeing other people wearing masks can help make it seem less scary or strange, especially for young children. In addition to wearing a mask yourself, you could try putting a face covering on your child's favorite stuffed animal or showing them pictures of other kids their age wearing them.

Practice Wearing Masks Properly at Home

Younger children might need a little practice wearing a mask before they feel comfortable wearing them outside the home. Give them a chance to master how to wear the mask properly—completely covering the nose and mouth—without fiddling with it, as well as taking the mask on and off correctly (by the loops or ties) and washing your hands before and after handling the covering.

Procedures at School

Temperature checks on arrival for students and adults:

- ✓ We will take students' temperature on the bus before they are allowed to get off and enter the school. Our arrival and departure protocol is spelled out below.
- ✓ We will also take the temperature of all adults entering the building prior to entry.
- ✓ We will not allow anyone with a temperature of 100°F or higher to enter the building.

For Bus Arrivals

- ✓ Designated staff members will greet students who arrive on buses.
- ✓ Staff will take each student's temperature to ensure it is lower than 100°F.
- ✓ After we clear the students, they will pick up a grab-n-go breakfast and proceed to their homeroom to eat breakfast.
- ✓ If any student on your child's bus has a temperature of 100°F or greater, no students from that bus will be permitted to enter the school building.
- ✓ If this occurs, school staff will notify you right away to let you know that your student needs to return home and what needs to happen in order for them to return to school.
- ✓ We will also notify your school district's Committee on Special Education (CSE) chair to inform them of the situation and keep them updated on an ongoing basis.

For Bus Departures

- ✓ We will announce over the school's PA system the buses as they arrive. All students will remain in their last period classroom until their bus is announced before exiting the building. Doing so will reduce congestion in the hallways and limit direct contact between students and staff to help us maintain social distancing and keep everyone healthy.

No Visitor Policy

- ✓ Adult access to the building will be limited. We will not allow any visitors until further notice.
- ✓ We encourage parents and other family members to call the student's clinician or other appropriate staff person with any questions or concerns they may have.
- ✓ We will conduct all family sessions, service plan review (SPR) meetings, reinstatement meetings following suspension, and any other meetings via Zoom videoconferencing or conference call until further notice.

- ✓ If you must drop off or pick up your student at school, you must first call their clinician to arrange this.
- ✓ When you arrive at the school, please call the main office (518.346.1273) to let us know you have arrived. Someone will come to the parking lot to escort your student in or out of the building.

Access to the School at Northeast

- ✓ Adult access to the building will be limited.
- ✓ Health screening and temperature checks are required for everyone prior to entering and those with a temperature of 100°F or higher will not be allowed to enter.
- ✓ We will allow therapists (e.g., speech, language, PT, OT) to provide services on-site as required by students' individualized education programs (IEPs), but we will also perform temperature checks prior to their entering the building.

Masks and Face Coverings

- ✓ Face coverings may slow the spread of the virus and help prevent people who may have the virus but not know it from transmitting it to others.
- ✓ Staff and other adults in the building are required to wear masks and/or face shields.
- ✓ ***All students are required to wear face coverings while at school.*** If a medical reason exists and your student cannot tolerate a mask, please contact their clinician to discuss alternatives. Each classroom will provide opportunities for students to take a break from wearing their masks in a safe way.
- ✓ Face coverings must meet the same guidelines for “appropriateness” as other attire. Specifically, they may not contain pictures, logos, or other designs that could disrupt the educational process. They must not reflect themes about profanity, drugs, alcohol, gang symbols, sexuality, violence, race, gender, religious insults, or prejudicial verbiage.
- ✓ Students who continue to demonstrate unsafe behavior regarding wearing masks and/or following other safety measures may be placed on remote learning at least until a meeting with school administrators and/or your home school district's CSE chair can be convened.

Social Distancing

- ✓ Social distancing is required.
- ✓ Social distancing, also called “physical distancing,” means keeping at least 6 feet of space between yourself and other people who do not live with you.
- ✓ To practice social or physical distancing, stay at least 6 feet (about 2 arms' lengths) from other people.

- ✓ We have reconfigured all areas of the building (including all classrooms, meeting rooms, cafeteria, etc.) to allow for appropriate social distancing.
- ✓ Students will remain in the same classroom throughout the day to avoid large numbers of people in the hallways as a way to promote social distancing. Their academic teachers will move from one classroom to the next, with the exception of specialty classes. Students will move as a group to these rooms (e.g., gym, art, music, tech, etc.).

Cleaning and Sanitizing throughout the Day

- ✓ We will spray all classrooms, gym, cafeteria, and all 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 student and staff restrooms frequently throughout the day.
- ✓ We will sanitize frequently touched/used items (e.g., doorknobs, light switches, faucets, toilets, sinks, etc.) regularly throughout the day.

Dress Code

We expect that students' dress and appearance be within the limits of safety, cleanliness, decency, and appropriateness for school. Dress and accessories should neither disrupt the education process nor be offensive to staff or members of the community. We may ask students to wear protective gear or not to wear certain clothing in different classes (e.g., physical education, science, family and consumer science, technology classes).

The following guidelines will assist students in making good decisions regarding clothing and accessory appearance.

- ✓ See-through shirts may only be worn with a T-shirt under it at all times.
- ✓ T-shirts should be worn under tank tops with large armholes. Shirts must be made for outerwear. There must not be an excessive amount of cleavage showing.
- ✓ Shorts, dresses, skorts and skirts should be approximately midhigh length when the student is sitting. Dresses, skorts, and skirts with slits must also have the slits reach no higher than midhigh when the student is sitting.
- ✓ All undergarments must be covered at all times.
- ✓ Shirts must meet the waistband when the student is standing with hands at side.
- ✓ Footwear is required at all times. For safety reasons, some classes may require a specific type of footwear. Students should wear shoes appropriate for the day's activities.
- ✓ Jewelry and logos on clothing and accessories must not disrupt the educational process. They must not reflect themes about profanity, drugs, alcohol, gang symbols, sexuality, violence, race, gender, religious insults, or prejudicial comments.
- ✓ Clothing items must not be worn in an inappropriate manner (e.g., shirts on heads, pajamas as clothing).
- ✓ Sunglasses cannot be worn in school.

Backpack Guidelines

In an effort to maintain school safety, we do not permit students to use backpacks during the school day.

If a student arrives at school with a backpack, it must be given to staff immediately, and it will be stored in the main office.

Students can retrieve backpacks at the end of the school day.

Since 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.

Student Electronics Policy

Students are not allowed to have cell phones, wireless communication devices, or other electronic devices in school, which includes headphones, ear buds, gaming devices, tablets, smart phones, cameras and other photographic equipment, and any device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content.

Students who violate this policy will have their personal electronic device confiscated.

Any building staff member who confiscates an electronic device will give it to the building administrator immediately, and we will store it using the guidelines below.

We understand many students travel long distances to get to and from school and may need their devices for the bus ride. To ensure the safety of these devices, we have enacted the following procedure: Upon arrival, school staff will greet students at the entrance and ask if they have any electronics or other items not needed for the school day. We will store all items in a safe, secure location and return the items to students at the end of the school day.

Guidelines

1. We will store electronic devices and other items in envelopes with the student's name.
2. We will store the envelopes in a safe, secure place until dismissal. Students will not have access to these devices and other items during the school day.
3. Students can retrieve their electronic devices or other items at dismissal outside the main office.

For those students who refuse to give up electronic devices, we will call their parent/guardian for assistance. Students who continue to refuse to comply will face disciplinary steps, including a parent conference, in-school suspension, or external suspension.

Parents/guardians who wish to contact their child during the school day should call either their child's clinician or the main school office (518.346.1273). A staff member will take a message and ensure that the student receives the message within a reasonable amount of time.

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.
- ✓ 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.

Keeping Everyone Safe and Healthy

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:

- 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

Students who develop any of these symptoms while at school will be isolated from the rest of the class, and we will call you to come pick up your child. 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 children up.

If you have not already done so, please return a copy of the attached Infectious Disease/COVID-19 Health Policy form to the school with your student. Depending

on the symptom(s), a note from your child's doctor may be required for your child to return to school. If we send your child home from school due to being ill, you can bring a copy of the form included at the end of this handbook to your health-care provider to complete.

Developing Symptoms while at School

If a staff or student presents with symptoms consistent with COVID-19 during the school day, we will isolate them from the rest of the school, and they will need to leave within one hour. That person will need to follow the recommendations of the New York State Department of Health before we allow them to return to school.

We will close off all areas used by the sick person until cleaning and disinfecting is completed. We may send students and staff home early if we are unable to remain safely in the building. Additionally, we may have to temporarily close the school the next day to properly clean and disinfect the building. If this happens, we will contact you as soon as possible so you can make arrangements for your student.

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.

You will receive an invitation to use the Remind app via text and/or email. Once you accept the invitation, you will be able to receive messages from us.

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 accept the invitation, we will notify you by phone, text, or email as we do now.

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

- 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

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

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 your student develops any of these symptoms

while at school, we will isolate 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.

Depending on the symptom(s), a note from your child's doctor may be required for your child to return to school.

Help Your Child Cope with Stress

Children and teens react, in part, to what they see from the adults around them. When parents and caregivers deal with COVID-19 calmly and confidently, they provide the best support for their children. Parents and caregivers can be more reassuring to others around them, especially children, if they are better prepared.

Watch your child for any signs of stress over COVID-19. Not all children respond to stress in the same way. Some common changes to watch for include:

- ✓ Excessive worry or sadness
- ✓ Unhealthy eating habits
- ✓ Unhealthy sleeping habits
- ✓ Difficulty with attention and concentration

Support your child. Parents can find more information about supporting their children during this COVID-19 pandemic on the CDC's Helping Children Cope page: www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html.

Please also talk to our staff about how we can best support your child.

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

DAILY PARENT SCREENING

Student's name _____

Date _____

We learn more about COVID-19 every day, and as more information becomes available, we will continue to update and share information. As our knowledge and understanding of COVID-19 evolves, things may change. However, based on the best available evidence at this time:

- **The CDC recommends that parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day.**
- **Students who are sick or at high risk for infection should not attend school in person.**

Parents/guardians, please complete this short checklist each morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease their ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- | | |
|--|---|
| <input type="checkbox"/> Temperature 100.4° F or higher | <input type="checkbox"/> New, uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline) |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> New onset of severe headache, especially with a fever |
| <input type="checkbox"/> Diarrhea, vomiting, or abdominal pain | |

If you have checked any of the boxes above, please keep your child home from school today and contact your healthcare provider. We ask that you follow your healthcare provider's recommendation and report this information to your child's clinician at our school.

SECTION 2: Close Contact and Potential Exposure

In order to minimize risk, it is best to limit the people you and your family come into contact with. Each morning, assess if your child:

- Had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19, or who is currently quarantined due to suspected COVID-19 infection or travel to/from a quarantined state.
- Traveled to or from an area where the local, tribal, territorial, or state health department is reporting large numbers of COVID-19 cases and identified on the Governor's list of Mandatory Travel Quarantine States.

If you have checked either box, please contact your child's clinician to report this information. The School at Northeast requires that individuals who may have been exposed to the COVID-19 virus contact the Department of Health and follow the department's recommendations. This must be reported to the school so that we can plan for distance learning, if necessary. This could mean the student must complete quarantine and remain symptom-free before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

We thank you for your cooperation and assistance in keeping the School at Northeast a safe place for all of our students and staff.

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Rosemary.Fera@nrfs.org

INFECTIOUS DISEASE/COVID-19 HEALTH POLICY

Our priority at the School at Northeast is to ensure the health and safety of the students, family members, visitors, and staff who come to our campus every day, and we will not be successful without your help. Our new guidelines are based on the New York State Department of Health interim guidelines for opening schools and in consultation with our health care consultants and licensing agencies. These practices are subject to change as needed.

Each family should read, acknowledge, and agree to the following procedures.

Child's name

Date of birth

Parent's or guardian's name

Relationship to child

If my child or any person within my household show any of the following symptoms, I agree to keep my child home for 72 hours or until the child is fever free without the use of fever-reducing medication.

- Fever higher than 100.0°F
- Excessive dry cough
- Shortness of breath
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/issues

If my child experiences any of the above symptoms during school, I understand that either I, or a person I have designated as an emergency contact, will arrive within one hour to pick up my child and take them home.

Emergency contact name

Phone number

Alternate emergency contact name

Phone number

School administration may request a physician's note in order for my child to return to school.

I agree to inform the school if my child, or any family member, tests positive for COVID-19 so that the program can take necessary, mandated steps. I understand my child's or family member's identity will remain confidential.

I understand that out of respect for other students, families, and staff members, failure to comply will result in a program review to determine if my child is appropriate for in-person instruction.

I certify and acknowledge that I have read and understand the Infectious Disease/COVID-19 Health Policy and agree to the terms listed above.

Parent's or guardian's signature

Date

Parent's or guardian's name printed

Program director's signature

Date

SCHOOL-TO-PARENT COMMUNICATION PLAN

In this ever-changing environment, we sometimes have to act quickly. Whether we are faced with an emergency, temporary shut-down, or something more long-term, we need to be able to communicate with all of our parents/guardians as quickly as possible. In such a situation, we know that you, as a parent, need to make plans for your family and, the quicker you have information, the better you'll be able to do that.

After considering various ways of communicating with our students' families, the administrative team at the School at Northeast has decided to use the Remind app. This app allows us to send a message to all families at the same time, while keeping each person's information private. If you would like, you can download this app onto your smart phone or access the website at remind.com, but it isn't necessary for you to do so in order for us to contact you.

We are using the contact information we currently have on file for you so you won't miss any communications right from the beginning of the school year. If your number changes, please be sure to let your child's clinician know so we can update our contact list. Also, if you would prefer to receive messages by email, please provide your email address to your clinician, and we will make note of your preference and add your email to our list.

In the event of a temporary or long-term shutdown, we will continue to educate your child through remote learning. To better plan for this, it's very helpful for us to know what electronic devices are available, and we would appreciate your completing the form below and returning it to us with your student.

Thank you for your help.

My child, _____, has access to the following electronic devices:

- | | |
|---|--|
| <input type="checkbox"/> Parent's smartphone, number (____) ____ - ____ | <input type="checkbox"/> Student's smartphone, number (____) ____ - ____ |
| <input type="checkbox"/> Wi-fi enabled tablet | <input type="checkbox"/> Personal computer |
| <input type="checkbox"/> Personal laptop/Chromebook | <input type="checkbox"/> District-provided laptop/Chromebook |

Please add the following authorized names and phone number(s) to the notification app:

Name of authorized contact	Phone number
Name of authorized contact	Phone number
Name of authorized contact	Phone number

Please add the following authorized names and email address(es) to the notification app:

Name of authorized contact	Email address
Name of authorized contact	Email address
Name of authorized contact	Email address

Do you have any concerns regarding your child accessing their classwork electronically? Please use the back of this form to let us know what your concerns are.

REQUEST FOR CHANGE IN STUDENT STATUS

The School at Northeast administrators recognize that for various reasons parents/guardians may decide that they are no longer comfortable with the choice they made regarding whether their student is attending classes in person or remotely.

If this occurs, please complete this form and send it to your student's clinician, who will meet with the administrative team to develop a plan to meet your child's educational needs. As you know, we must consider many things when developing an appropriate plan, which may take some time, and we ask that you make this request with careful consideration.

My child, _____, is currently receiving education [in person] [remotely] (circle one).

I would like to request that my child begin attending school [in person] [remotely] (circle one) because:

I understand that my child's clinician, teacher, and school administrators will meet to develop a plan to make this happen as quickly as possible and that I will be contacted as soon as the plan has been developed. I agree that my child will continue to receive education according to the current plan until a change can be implemented.

I also understand that we may have to consult with my child's CSE Chair and transportation department before a decision can be made.

Parent/guardian signature

Date