

HALLEN CENTER INC (THE HALLEN SCHOOL)

Reopening Plan

Following COVID-19 School Closure



97 Centre Avenue
New Rochelle, NY 10801
(914)-636-6600

GENERAL SCHOOL INFORMATION

Agency Name: The Hallen Center, Inc.

BEDS Code: 661100997871

Administrative & Program Site Address: 97 Centre Avenue, New Rochelle, NY
10801

Program(s) provided at this site: 853 (School Age Special Education)

Contact Person (Name, Title): Jennifer DiCosimo, Executive Director

Contact Phone Number: (914) 636-6600 EXT. 3033

Contact Email Address: jdicosimo@thehallenschool.net

Website where this plan and any plan updates will be posted:
www.thehallenschool.net/reopening

TABLE OF CONTENTS

INTRODUCTION	3
COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT	4
HEALTH AND SAFETY	5
FACILITIES	9
NUTRITION	10
TRANSPORTATION	11
SOCIAL EMOTIONAL WELL-BEING	11
SCHOOL SCHEDULES	12
BUDGET AND FISCAL	13
ATTENDANCE AND CHRONIC ABSENTEEISM	13
TECHNOLOGY AND CONNECTIVITY	15
TEACHING AND LEARNING	15
CAREER AND TECHNICAL EDUCATION	17
ATHLETICS AND EXTRACURRICULAR ACTIVITIES	17
SPECIAL EDUCATION	17
STAFFING	18
TEACHER AND PRINCIPAL EVALUATION SYSTEM	19
STUDENT TEACHING	19
CONTACT INFORMATION	19

INTRODUCTION

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in their July, 2020, document entitled: *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance*. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from the families we serve and our staff during the original drafting of our reopening plan. We will rely on continued input from all stakeholders as we move forward implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our students, families, staff members. We will closely monitor the conditions of our community as the COVID 19 pandemic continues and the effectiveness and appropriateness of our plan. Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times.

The goal of the plan is to guide the delivery of high-quality educational services as safely as possible whether that service delivery is in-person, through a remote learning platform or a blended combination of remote and in-person services. Our focus and concerns extend to the social and emotional needs of our students, families and staff members. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

As this process unfolds, we anticipate additional guidance from the state and federal governments. We will be following all state, federal and local entities that have issued guidelines for the reopening of schools including but not limited to, Centers for Disease Control and Prevention (CDC), Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), United States Department of Labor's (USDOL) Occupational Safety and Health Administration (OSHA), New York State Department of Health (NYSDOH), and New York State Education Department (NYSED).

Our plan includes all the required elements identified by NYSED and follows the structure of the guidance by addressing the following areas as they apply to our students with disabilities and their families:

1. Communication/Family and Community Engagement
2. Health and Safety
3. Facilities
4. Nutrition
5. Transportation
6. Social Emotional Well-Being
7. School Schedules
8. Budget and Fiscal
9. Attendance and Chronic Absenteeism
10. Technology and Connectivity
11. Teaching and Learning
12. Career and Technical Education
13. Athletics and ExtraCurricular Activities
14. Special Education
15. Staffing
16. Teacher and Principal Evaluation
16. Student Teaching

We understand that there will be many questions as we strive to create a ‘new normal’ for all students and staff. We encourage you to reach out to administrators listed on the last page of this document to address your specific questions. We will do our best to address questions and concerns as information is made available by our governing entities. This will be an emotional time for all of us and we recognize the stress that reopening places on staff, families and students. We will continue to work together through these unprecedented times to ensure that our students continue to receive the best educational supports and services.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

The Hallen School executive board, program administrators, Hallen Teacher Association Safety Committee, staff, parents, students and community members were involved in the creation of this reopening plan and will continue to to work together for any future revisions to this plan. This plan and any communications will be made available to the parent/guardian in the preferred language.

Signs And Announcements- During the school closure more visuals were posted around the building displaying age-appropriate social distancing signage throughout each school building for students and visitors, including taped-off areas on hallway floors to show traffic flow and social distance measures, hand washing hygiene, respiratory etiquette and social distance reminders. Daily morning announcements will include reminders of proper hand washing hygiene and coughing and sneezing etiquette. Reminders will also be repeated during the day while students are in the classroom.

Emergency Contact Information

Now more than ever, it is important for families and staff to have their updated contact information on file with The Hallen School. In the event of an emergency or if a parent needs to pick their child up following COVID-19 exposure procedures, we will need contact information on file as well as any emergency contacts who may be designated for the school to speak to or who may pick up your child upon request.

Parents/Guardians should email info@thehallenschool.net if you need to update your child's emergency contact information. Staff should notify Human Resources if their emergency contact information needs to be updated.

Future COVID-19 School Closing Protocols

The reopening of school does not mean we are in the clear moving forward. In the event of another school closure by order of the governor or health department, we will activate our remote learning plan. We will notify Hallen families and staff of any school closing using our modes of communication including email, postings and phone calls/text messages. Again, to keep students fluid in the use of our technology platforms, teachers and providers will continue assigning work on Google Classroom.

HEALTH AND SAFETY

NOTE: *Students and staff will return to in-person instruction only when governmental authorities permit in-person education. Additionally any return to in-person instruction will necessitate that the school's leadership also determines the number of students and staff allowed to return in person based on: the ability to maintain social distancing; the availability of PPE, including the availability of cloth face coverings and face masks; availability of safe transportation; local hospital capacity according to the local Department of Health.*

Health And Safety Training

All staff will participate in required NYSED approved virtual COVID-19 safety training including workplace guidelines, personal health hygiene, and PPE.

Health Screenings/ Questionnaire- Parents/Guardians are encouraged to carefully observe symptoms of COVID-19 and health screening should be conducted each morning before coming to school. 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) keeps an up to date list of symptoms of Coronavirus on its website. 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.

We will 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 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. Health screenings including temperature checks and completion of a screening questionnaire are required for staff, contractors, vendors, and visitors. Students may be required to have a temperature check and periodic completion of a screening questionnaire. Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire must be isolated from others and sent home immediately. Students will be supervised in the isolated area while awaiting transport home. The isolation room will be LL20 (old admissions office).

All staff and students will have a temperature check upon entry to the school following NYSDOH and CDC guidelines. Any staff or student displaying signs of illness or COVID-19 symptoms will be escorted to the designated sick room to isolate and control possible infection spread. A health assessment will be conducted by the school nurse in the event a student or staff member is suspected of having or showing signs of COVID-19. In order to implement contact tracing protocols, the questions during the assessment will include questions pertaining to the following; COVID-19

symptoms, a positive COVID-19 test result, exposure or close contact with a confirmed person or travel to a cluster area with widespread infection rates. Any individual ordered to quarantine will not be allowed in the building until clearance is provided and the mandatory number of quarantine days have been met. The aforementioned criteria (e.g., symptoms, test, close contact, recent travel to a cluster area) will be comprehensively reviewed and the medical provider completing the assessment will make a recommendation to the administration regarding any necessary removals from the school environment to minimize a possible spread of infection. **If the assessment deems that the individual likely has COVID-19, the individual will be prohibited from remaining in or entering the building.**

The Hallen School will promptly notify state and local health departments if an employee or student tests positive for COVID-19. Contact tracing will be implemented upon a confirmed positive case. Staff will be asked to maintain and submit a contact log of every person, including employees and students, who may have close contact with other individuals at the school. The log should contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health. The Hallen School will not administer COVID-19 tests on site. In the event that there is notification of a confirmed case or mandated school closure, we will immediately contact our Hallen staff and families through our alert notification system (email, phone and/or text message) as well as our school website. A thorough cleaning of all areas will be completed upon notification or mandate.

Return To School After Illness - The Hallen School will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. **If a person is not diagnosed** by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and

- It has been at least three days since the individual's symptoms improved,
- including cough and shortness of breath.

High Risk Groups Opting Out Of In-person School/Work

Any student or staff member with underlying medical issues and are susceptible to severe health complications as a result of a COVID-19 infection will have the option of working or learning from home in the event of a confirmed positive COVID-19 diagnosis or if a medical exemption is on file. The student's parent/guardian must make a request to the administration if remote instruction is preferred for any reason. Staff requesting alternative work arrangements must submit a request with Human Resources and provide any necessary documentation to support any reasonable work accommodations.

Supplies And Personal Protective Equipment (PPE) - All staff must wear a mask covering the mouth and nose. Staff will be provided with a cloth mask. Staff members may choose to use their own mask as long as it fits regulatory standards for a face covering. Students will also be required to wear a mask during the school day. Exceptions will be made on a case by case basis considering that the mask or face covering does not impede the individual's physical health or mental health. We understand that many students may experience discomfort or sensory issues when wearing a mask. This is to be expected with some students and parents will be notified if the student cannot tolerate wearing a mask. Parents and staff are also encouraged to inform a school administrator if there is firsthand knowledge/experience of any health issues or concerns relating to the use of facial masks.

Equipment and supplies needed to begin operations on the first day back are available and ordered including: Cleaners and disinfectant chemicals, face masks for staff and students, gloves hand sanitizer to refill dispensers in all required locations, supply transportation methods (e.g., carts) for meals and snacks if food served in classrooms and thermometers. The nurse's office has a designated supply of PPE equipment needed to perform work duties while keeping all who visit the office safe and protected.

Safety Drills

Safety drills will be conducted in compliance with NYSED regulations. Modifications have been made to our safety protocols such as evacuation drills on a "staggered schedule" and eliminating cluster "hiding"/ "sheltering" during lockdown drills.. These modifications will allow for social distance measures to be employed during safety drills. Use of a face mask and/or social distancing will be practiced as feasible during emergency drills.

Visitors And Signing-in Procedures

Unauthorized or nonessential visitors will be prohibited from entering the building. Any approved visitor must wear a face mask. Any approved visitor showing signs of illness upon arrival or meeting the criteria for infection will not be allowed to enter the building. A health assessment and questionnaire will be required for all visitors. Staff will use a new facial recognition system to sign-in and out work. This will minimize contact with surfaces.

Security/ Monitors

In the event of a crisis situation, our staff trained in Non-Violent Crisis Intervention (NVCI) strategies might need to intervene using proximity and contact. All staff will wear the required PPE when managing a crisis situation. In the event NVCI holds are used, the parent will be notified using our customary practices. Documentation will be made and a notation of staff wearing a mask and other PPE will be added to the report. In the event a student is escorted to the Time Out Room, only 2 staff members will be in the room to allow for appropriate distancing, supervision and student de-escalation. The Time Out Room will be cleaned after use.

FACILITIES

The Hallen School will not make any physical modifications that will require approval. All fire and building code regulations will be adhered to at all times.

Cleaning/Disinfecting Protocols

Our Director of Facilities has taken important steps to assure professional cleaning and sanitization of our facilities every day & night. This includes hospital grade EPA registered Viking Pure cleaner & disinfectant used in all of our buildings, an electromagnetic fogging process to kill COVID. The Viking Pure Disinfecting Solutions System, is a CDC and EPA Hospital Grade disinfectant aerosol spray and mist that effectively kills viruses and bacteria on contact. It is a hydrolyzed water solution, which is a green product- completely safe, with no adverse effect contacting skin, eyes, or lungs.

Custodial staff will implement a cleaning schedule with log verification for cleaning in common areas throughout the day. Sick rooms and rooms where there is a suspected case of COVID-19 will be cleaned immediately after the sick or infected person leaves the room.

Ventilation And HVAC- During the school closure, new filters were installed. Daily checks of the HVAC systems will be conducted by our Director of Maintenance to assure maximum fresh air exchanges throughout the building.

Drinking Water Sources

Frequent disinfecting and cleaning of water fountains and other water sources in the building will be inspected prior to the reopening of school and any issues will be addressed. Inspections of water sources for consumption will be inspected on a scheduled basis throughout the school day and after school hours by the custodial and building maintenance staff.

Restrooms

We will discontinue use of permanent restroom/hall passes and hard copy student sign-in/sign-out logs. Restroom occupancy will be monitored to ensure appropriate social distancing in the restroom. Floor markings will be added to remind students of safe spacing when waiting to wash hands. Cleaning and sanitizing of student and staff restrooms during the day will be increased.

Nurse's Office

The Nurse's Office will be utilized only for typical, non-infectious illnesses, administration of medication and basic first aid. Any student or staff members showing signs of COVID-19 infection will be escorted to a designated sick room for assessment.

Elevators

Elevator use will be limited to those requiring elevator use per ADA, 504 Plan or other legal use including the IEP. The maximum number of people in the elevator at one time will be 2 people with face masks. Social distancing markers will be placed on the elevator as a reminder to keep an appropriate distance. Elevators buttons will be cleaned frequently during the day.

NUTRITION

To ensure sanitary conditions for food service operations in cafeteria spaces, the cafeteria will be used solely for meal preparation and proper packaging for delivery. Large groups of staff and students will be avoided through delivery service and meals in the classroom. Students must eat breakfast or lunch in their assigned classroom. All school meals will be ordered using a web-based application. Meals will be delivered to the classroom. Meals at community restaurants and local deliveries for students will be prohibited until further notice. This is to minimize the risk of infection spread. Students may continue and are encouraged to bring meals and snacks from home and will be reminded to not share food items with peers. Any student participating in remote instruction will be provided with school meal sites in their local communities.

TRANSPORTATION

NOTE: *Transportation for students with disabilities enrolled in 853 programs are provided by the school district. School programs, however, are involved in the embarking and disembarking of students.*

The Hallen School **does not** set forth procedures for the transport of students for arrival and dismissal. The Office of Pupil Transportation in the district where the student resides should be contacted for more information regarding safety measures in place during transport. We encourage parents to **not** put their child on the bus if the student is showing signs of illness. Please keep your child at home for the day and contact your child's physician for evaluation. Absences related to concerns about COVID-19 infection should be reported to the school nurse (contact information below). School vans will not be in use to transport students to community job sites or field trips. Virtual field trips will be encouraged.

SOCIAL EMOTIONAL WELL-BEING

All students will have an assigned mandated or non-mandated counselor for social emotional support as we transition to reopening the school. Prior to reopening, a brief social emotional assessment will be provided to parents/guardians to assess the overall well-being of their child as well as identify any concerns about returning to school that may need to be addressed to additional, proactive counseling support. We encourage parents to contact their child's counselor if there is a concern about mental health upon the reopening of school. We anticipate that many students will be deeply affected by coming out of quarantine after being out of school for an extended period. Our counseling staff will be monitoring any significant changes in mental health. Students seeing a mental health provider outside of school should continue receiving treatment and services as scheduled. Supports at the school level include identifying and delivering responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, referrals for community-based wrap around supports and social interactions as applicable.

The following considerations guided our planning:

Emotional reactions to coming out of quarantine may include:

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - The warning signs for quarantine related mental health needs
 - How to access crisis support and other mental health services

What Mental Health Professionals can do in schools

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports

SCHOOL SCHEDULES

Arrival And Dismissal Procedures

Upon arrival at 8:00 a.m. students will enter through the lobby in a single file fashion. Upon entry to the lobby, students will have temperature checks in accordance with any regulations for temperature checks and we will use no-touch thermometers to take the temperature of all staff and students requiring a temperature check.

At dismissal beginning at 2:15 p.m. students will egress through the lobby in a single file fashion. Students will remain in their classrooms until their buses are called over the PA system for dismissal.

Switching Classes/Transitions

Self-contained classes will remain in their classrooms for the day with the exception of physical education, related services and other specials that will have barriers.

High school students in the Regents program will switch classes for certain specials and 10th grade science lab classes. High School students will remain in their homeroom class for the following classes: ELA, Math, Social Studies, Study Skills, Family and Consumer Science and Work-Based Learning. The teacher of the aforementioned classes will move class to class in order to minimize congestion in the hallways between periods.

BUDGET AND FISCAL

We have revised our budget to reflect the additional costs incurred due to COVID-19 related expenses. Our books and records will reflect new general ledger accounts where we will accumulate and account for these Covid-19 related expenses. We do not have many options related to providing additional revenue sources, however, we may be able to include these COVID-19 expenses in our annual IDEA 611/619 grant request. If our tuition reimbursement is insufficient to meet the additional costs of providing services during the COVID-19 emergency we may seek additional borrowings from the Small Business Administration (SBA). We could also seek loan forgiveness of our Payroll Protection Loan. Forgiveness of the loan would reduce our monthly cash outlay. As a last resort we may also explore cutting select expenses that don't impact student learning.

In order to maintain high levels of student enrollment we intend to continue the following :

- fast turnaround of referrals – same or 1-day response to referral sources;
- continue staff training in behavior management and social emotional support through our crisis intervention model (CPI) to allow for expansion of accepting students with more emotional/behavioral needs;
- allow on-site visits as well as virtual interviews to allow for more tours in a day
- virtual open house
- share admissions video featuring information about programs, related services, etc., to share with families that prefer virtual interviews so they can see the school in action

ATTENDANCE AND CHRONIC ABSENTEEISM

Attendance and Attendance Reporting

The Hallen School will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form building level parent letters/newsletter, robocalls, emails, text messaging, and social media. Teachers will record daily attendance in ALMA, our student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons. An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress, or imminent danger of such an adverse effect. Educational neglect should not be considered where the parent/guardian has kept

their child home because they believe it is unsafe for their child to attend school in person during the pandemic, and the child is participating in remote learning opportunities. The Statewide Central Register of Child Abuse and Neglect, the hotline to report child abuse and neglect, will be contacted **only as a last resort**, after all other strategies to connect with students and families have been exhausted.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, The Hallen School is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

The Hallen School addresses chronic absenteeism as follows.

1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
- Explain the importance of attendance to the entire school community
- Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps you can quickly see how these data points impact student behavior.

2. Early Identification and Intervention

- Each school regularly monitors attendance data and communicates with parents about issues as they arise.
- Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
- Establish intervention plans; parent phone call, home visit, counseling, instructional modifications, engage community partners, etc.

3. Create a more positive school culture and a focus on engaging instruction

- Evaluate and address your students' engagement in learning
- Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
- Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
- Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

TECHNOLOGY AND CONNECTIVITY

Access to technology is essential for the successful roll-out of this plan. The Hallen School has been committed to ongoing planning and implementation of school technologies to ensure equitable access for staff and students. Technology platforms that are age-appropriate and designed to connect students and teachers at each grade level will allow for learning objectives to be communicated to students with each lesson. Technology Platforms will allow content and skills to be introduced in a variety of ways, allowing for differentiation, feedback and attainment of IEP goals. Recording tools will allow teachers to provide lessons, support and tutorials as needed. For in-person education, the IT Director will ensure connectivity and access to any web-based learning programs. We understand that not all students have the same level of access to technology at home for remote instruction. Any student or staff member with limited or no internet connectivity (WiFi) please contact technology support. At the beginning of the school closure and prior to the reopening of school in September, parents were surveyed to determine the level of accessibility in each student's home. Devices were sent to students who had no kind of electronic device at home to retrieve assignments or engage in learning.

Data Protection Officer

The safety, security and privacy of our students and their data is a top priority. Many web-based platforms are not compliant with educational privacy requirements. Teachers using any platform which collects student information must be approved by our Data Protection Officer to ensure adherence to student data privacy requirements. Personally identifiable information (PII) will be monitored to minimize the disclosure of PII for any purpose by managing contractual relationships to ensure compliance with regulations.

TEACHING AND LEARNING

The continuity of learning plan will remain in effect should state or local conditions warrant moving to/from in-person, blended and/or all remote instruction. The continuity of learning includes teacher check ins, individualized instructional support, record or live video class meetings, and other student supports such as college and career readiness and counseling, assisted daily living skills, self-advocacy and self-determination.

Classroom Setup And Supplies

Student desks will be in rows and will be facing in one direction. Students and staff will sit on one side of classroom tables. Parents are encouraged to label all classroom supplies for personal use. If classroom and curricular materials are shared, they will be cleaned after each use (i.e. science experiment materials). All classrooms will have hand sanitizer available.

Instruction

Teachers will provide classroom and individual instruction based on students' IEP goals and objectives while simultaneously acclimating students to school routines and procedures to maintain a learning environment conducive to teaching and learning. Staff will teach non-touch acknowledgement to show friendship (no more fist bumps) and other safe practices for social interaction in the school building. Instructional staff and related service providers will assess instructional gaps and what learning students need to catch up on now that they are back in school. The plan will include how to transition students from online/remote learning back to learning in a classroom. To keep students fluid in the use of our technology platforms, teachers will continue assigning work on Google Classroom.

Specials (Art, Music, Computers, P.E., Etc.)

We will modify some special classes where students are likely to be in close contact (e.g., music, art) by bringing the specialist teacher to individual classrooms instead of having students go to the shared space. Some specials will take place in another location using barriers to distance students and staff. The only group of students who will transition to special classes are students in the High School Regents Program. Physical Education classes will be held in the gymnasium or All Purpose Room. Both spaces will allow for school staff to implement social distancing measures while providing physical activity. Only 2 classes will be in the gymnasium at a time. The gymnasium will be partitioned to separate each class and staff will ensure a distance of 12 feet in all directions is maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing.

The following models may be implemented during the reopening of school:

In-person education- Using this model all students will be permitted in the building.

Remote learning- This model will entail teaching and learning using our main remote learning platform, Google Classroom.

Blended/Hybrid learning- The blended/hybrid model combines in-person instruction with remote learning. The model at Hallen would entail 50% of students in each class/cohort participating in remote instruction at home while the other half participates in-person for instruction at Hallen. The groups in each classroom/cohort will be assigned specific weeks for either remote or in-person instruction.

CAREER AND TECHNICAL EDUCATION

All community-based job sites will be cancelled until further notice. We will be exploring and expanding work-based learning opportunities within the school building including online services and virtual work experiences.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

NOTE: *While athletics and extra-curricular activities are generally not part of any 4410 program and may have only limited manifestation in an 853 program. However, should such events or activities be contemplated and permitted by governmental authorities, our agency will comply completely with the guidance and requirements set forth in the DOH Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency. Should facilities under our control be used at any time by external community organizations, those groups will be required to follow State and local directives and health requirements regarding social distancing, hygiene and sanitation.*

All sports events will be canceled until further notice. Games and spectator events will not be scheduled on site. The availability of after-school non-contact sports for Hallen only students and staff will be allowed if approved by NYSED.

SPECIAL EDUCATION

The Hallen School reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of The Hallen School provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote). The Hallen School will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (eg. Related Services Log). The school will ensure access to the

necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

The Hallen School is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members of to ensure that they are engaged in their children's education during the reopening process

The Hallen School will plan and support collaboration between the committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

The Hallen School will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records if applicable.

Related Services

All related services (Counseling, Speech, OT and PT) mandates will be meticulously reviewed and scheduled by the Coordinator of Student Services. Alternate PPE will be provided to accommodate individuals with visual impairments, hearing loss or if it is deemed to be a better solution to maximize learning. Providers will use clear masks to enhance communication for students who are hearing impaired and benefit from lip reading or any other impairments that make it necessary for the mouth to be exposed. All shared equipment for OT/PT will be cleaned after each use. Speech therapy and counseling offices will have plexiglass on desks or tables.

STAFFING

The Executive Director and Human Resources Director will continue to track staff certification to ensure that all staff maintain valid NYS certification to perform their job duties. Staff with expiring certifications will be immediately notified and will be required to show proof of commencing the process to update certification.

TEACHER AND PRINCIPAL EVALUATION SYSTEM

NOTE: *This required section of the reopening plan is not applicable since 4410 and 853 programs are not subject to the specific laws and regulations regarding professional evaluation cited in the NYSED guidance.*

STUDENT TEACHING

The Hallen School welcomes student teachers during the 2020/2021 school year to participate in-person and/or remote instruction. All student teacher requirements must be met prior to any student teacher placement. As always, parents/guardians will be notified of any student teacher assignment in writing.

CONTACT INFORMATION

Phone- Main Line: (914) 636-6600

- **For questions about this reopening plan**, please contact our Executive Director, Jennifer DiCosimo, jdicosimo@thehallschool.net **EXT. 3033**
- **For questions about the building and facilities**, please contact our Building and Facilities Director, Denise Macchio, dmacchio@thehallschool.net **EXT. 3001**
- **For COVID-19 information and health services information**, please contact our School Nurse, Susan Dell'Aera, nurse@thehallschool.net **EXT. 3008**
- **For general questions about education services**, please contact our Principal, Stephanie Smith- principal@thehallschool.net **EXT. 3028**
- **For questions about technology**, please contact our IT Director/Data Protection Officer, Harold Gaudinier, hgaudinier@thehallschool.net **EXT 3053**