



Hackensack Meridian
Carrier Clinic

East Mountain School

**The Road Forward 2021-2022 School Year
From the Road to Recovery of 2020-21**

Hackensack Meridian Carrier Clinic

OUR CULTURE

Our Mission

Transform health care and be recognized as the leader of positive change.

Our Vision

Innovation is in our DNA, compelling us to create a world where; the highest quality care is human-centered, accessible and affordable; we deliver outcomes that matter most; and excellence is the standard.

East Mountain School Mission Statement

The East Mountain School provides quality special and therapeutic services for adolescents affected by psychiatric and behavioral disorders. Through a safe, challenging and enriching educational community responsive to individual needs our students become educated and capable of functioning in society.

***PARENT REFERS TO ANY INDIVIDUALS OR AGENCIES WHO MAY HAVE LEGAL OR CUSTODIAL GUARDIANSHIP OF OUR STUDENTS**

IMPORTANT SCHOOL CONTACT INFORMATION:

Mailing Address and Contracts:

- East Mountain School, P.O. Box 147, 252 County Road 601, Belle Mead, NJ 08502
 - Website: <https://carrierclinic.org/east-mountain-school/>
- East Mountain School –
 - Phone: 908-281-1415 or 908-281-1445
 - Fax: 908-281-1663

Dr. Stacey Paulis, Director/Principal (x1416)

Dr. Angela Di Dolce, Supervisor (x1357)

Dr. Stephen Bender, Supervisor (x1312)

Mr. David Seidorf, Supervisor (x1413)

School Personnel Contacts:

Ms. Kristen Rosati, IEP/Intake Coordinator (x1494)

Ms. Julie Cartusciello, School Counselor, Anti-Bullying Coordinator, Testing Coordinator (x1457)

Mr. Christopher DeSarno, Manager of Security, School Resource Officer (SRO) (x1388)

Ms. Delia DeLorenzo, Substance Abuse Coordinator, (SAC) (x1477)

Ms. Bernadette Eagan, School Nurse (x1396)

Mr. Michael Haney, Business Administrator (x1446)

FROM THE ROAD BACK PLAN, 2020-21

The COVID-19 pandemic impacted every aspect of our lives. As we look to the future and plan for students to return to schools in-person this fall, we must recognize and prepare for the ways the virus and necessary public health response has changed and will change the way students learn.

Aligned to the “Restart and Recovery Plan” provided by the Governor and Department of Education, Hackensack Meridian Health Carrier Clinic, East Mountain School has developed our plan to address concerns and ensure that our school reopens safely for both staff and students. Additionally, as an approved, private special education school, we have taken additional steps to provide for our unique population to accommodate students’ needs during this unprecedented time.

As outlined in the “Restart and Recovery Plan,” the plan is guided within the Educational four priorities:

1. Conditions for Learning
2. Leadership and Planning
3. Policy and Funding
4. Continuity of Learning

Throughout the document, the term “anticipated minimum standards” is used to refer to items that school districts should incorporate into their reopening plans as definite components related to health, safety, and operations. The term “considerations” is used to refer to components that districts and schools should incorporate into their thinking about reopening, but do not represent necessary components of plans.

Conditions for Learning

Conditions for learning must not only address students’ and educators’ basic physical safety needs, but also the social and emotional and environmental factors that can impact educators’ capacity to teach and students’ capacity to learn.

School staff and visitors are required to wear face coverings Students are *required* to wear face coverings

In addition to these minimum standards, the NJDOE has identified Ten Critical Areas of Operation that schools must address in their restart plans:

As outlined in *The Road Back: Restart and Recovery Plan*, HMH Carrier Clinic, East Mountain School has addressed and/or will implement the following actions, where applicable*, in these critical areas;

1. **General Health and Safety Guidelines** – In all stages and phases of pandemic response and recovery, schools must comply with Center for Disease Control (CDC), state, and local guidelines. Schools must also provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing and the use of face coverings.
2. **Classrooms, Testing, and Therapy Rooms** – Schools and districts must allow for social distancing to the maximum extent possible. When social distancing is difficult or impossible, face

coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. School districts must also minimize use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently.

3. **Transportation** – School districts should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. If maintaining social distancing is not possible, all students who are able must wear face coverings while on buses.

4. **Student Flow, Entry, Exit, and Common Areas** – School district reopening plans should establish the process and location for student and staff health screenings. This should include providing physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to maintain physical distancing, schools must require the use of face coverings.

5. **Screening, PPE, and Response to Students and Staff Presenting Symptoms** – School districts must adopt a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

6. **Contact Tracing** – Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. School districts should collaborate with the local health department and engage their school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.

7. **Facilities Cleaning Practices** – School districts must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. School districts must also develop a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible.

8. **Meals** – If cafeterias or other group dining areas are in use, school districts must stagger eating times to allow for social distancing and disinfecting of the area between groups. Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items.

9. **Recess/Physical Education** – School districts must complete an inventory of outdoor spaces and mark off areas to ensure separation between students. Recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses.

10. **Extracurricular Activities and Use of Facilities Outside of School Hours** – All extracurricular activities must comply with applicable social distancing requirements and hygiene protocol. External community organizations that use school facilities must follow district guidance on health and safety protocols.

School Background:

East Mountain School addresses students’ academic, social and behavior challenges. Therefore our “Restart and Recovery Plan” and our “Road Forward Plan” is framed with those considerations throughout.

For the past thirty years, Hackensack Meridian Health, Carrier Clinic, East Mountain School (EMS) has provided educational programming to students requiring alternative opportunities to be successful. Our school, established in 1981, is a private, non-profit, special education receiving school, operated by HMH *Carrier Clinic*, and approved by the New Jersey State Department of Education (NJDOE).

East Mountain School offers a co-educational program for seventh through twelfth -grade students who are also classified with special education needs. Services are available for both day school and residential students. Our program is designed to provide quality educational programming with strong therapeutic services for adolescents affected by behavioral and psychiatric disorders.

Our mission is to provide a safe, challenging, and enriching educational community that is responsive to the individual needs of our students, enabling them to become contributing citizens.

School Year Plan for 2021-2022

East Mountain School’s educational plan will resume in-person instruction for all students.

The 2021-22 Educational Program is as follows:

- Students will report to school, Wednesday, September 8, 2021
- All students will participate in five (5) days per week in-person instruction.

School Day Schedule:

All Commuter and Residential Students, 8:45 -2:30 pm daily

- All students will participate in an eight (8) period day.
- All students and staff may be health screened upon entry.
- Masking is required for students and staff
- Should the Governor or Department of Health close schools, the REMOTE schedule will revert to Google Classroom
- Lunch will be served on site
- Staff and students must be prepared to switch to remote instruction at any time, if a closure of the school is required.
- Google Classroom, IXL and Zoom will be utilized for all academic programs
- Students may also receive work by mail or delivery to residential placement, in the form of hard copies, to be returned to school after completion.
- Therapeutic services will be offered to students and families throughout the day whether in-person or through remote platforms, as needed.

Educational Cohort Plan for Mitigating Risk of Spread

East Mountain School's educational plan is for In-Person. Students are divided into separate THREE learning cohorts, within two separate buildings.

ADMISSION PROCEDURES TO EAST MOUNTAIN SCHOOL

Students seeking acceptance into the East Mountain School are recommended by their school district and/or admitted to the school through their residential placement in East Mountain Youth Lodge. An admission application is completed and submitted by the home district's child study team for consideration. Documentation submitted includes transcripts, test scores, medical forms, and the IEP (Individual Education Plans). Once all documents have been submitted to EMS, an intake interview will be scheduled with the home district's child study team and the parent/guardian. Students wishing to enroll in EMS, must attend the intake interview. * Students who are discharged from the East Mountain Youth Lodge must also follow our intake procedures to return to EMS.

Be advised, students are obligated to fulfill their sending districts' credit requirements.

NEW STANDARDIZED TESTING REQUIREMENTS

Students attending EMS will be required to take all state mandated tests. These tests will be conducted on site, incorporating the appropriate testing modifications. Parents and guardians can support these efforts in their discussions with their children regarding the importance of the testing and to encourage students to do their best. The EMS staff continues to prepare for the incoming state testing requirements of the Student Learning Assessments (SLA).

In the last school year our testing schedule was postponed. The New Jersey Student Learning Assessment (NJSLA) has been scheduled for the Spring, beginning in April through June 2022.

There have been no details provided on the new assessment, New State Graduation Proficiency Assessment (NJSGPA). We will keep everyone posted on updates with that assessment. .

*We have been notified students will participate in a Fall assessment, 'Start Strong'. With a testing window from September 13th to October 22nd. East Mountain School is planning our testing window for the end of September. More information to come.

PROGRESS REPORTS

Progress updates will be mailed home each marking period. Students are expected to reflect on their academic status and devise an educational improvement plan if the progress report indicates a "below average" grade. The East Mountain School staff will work with both the family and student to assist in providing the support needed for student success.

REPORT CARDS

Please use the schedule below as a guideline for each marking period.

2021-2022 Marking Period Schedule

MP 1: 9/08/21 – 11/12/21 (45 days)

MP 2: 11/15/21 – 1/31/22 (46 days)

MP 3: 2/1/22 – 4/5/22 (45 days)

MP 4: 4/6/22 – 6/17/22 (44 days)

**Total number of days in a quarter is subject to change due to snow days/changes in calendar.*

DIPLOMAS

Upon completion of academic requirements students will qualify for graduation. Diplomas are issued by the student's sending district. Final grades and the student transcript are completed by the sending district. Letters of completion will be mailed to the parent/guardian and the school district. **Report cards and letters of completion are not issued to students having outstanding obligations to EMS, including owed lunch balances.**

EAST MOUNTAIN SCHOOL NEW BELL SCHEDULE

Regular School Day Schedule

HR	8:43am-8:58am
Period 1	9:01am-9:41am
Period 2	9:42am-10:22am
Period 3	10:23am-11:03am
Period 4	11:04am-11:44am
Period 5	11:45am-12:25pm
Period 6	12:26pm-1:06pm
Period 7	1:07pm-1:47pm
Period 8	1:48pm-2:28pm
Dismissal	2:30pm

EMERGENCY /INCLEMENT WEATHER SCHOOL CLOSING PROCEDURE

In the event of inclement weather or an emergency, parents are requested to look for posted announcements concerning school closings on the following website:

<https://nj1015.com/closings/>

Parents may call the main office for closing announcements at 908-281-1415 or 908-281-1445.

Messages on voicemail regarding school openings are recorded by 6:15am.

Should you encounter problems with your child's bus transportation to or from school, contact your district's Transportation Department or the bus company providing transportation.

Delayed Opening

East Mountain School Program will open at 10:00 AM on "delayed opening" days. Buses cannot drop off students early and must follow our supervision of students til the opening of school . Student schedules will start from Period 3 and continue through the regular school day schedule.

Closing of the school or delayed opening information can be found on **New Jersey 101.5 Website** and by calling the school. Our voicemail will include the latest information after 6 AM. Call 908-281-1415 or 908-281-1445.

The Road Forward:

Plan for Students on temporary remote/off site instruction in the 2021-2022 SY

Technology and Access to Instruction

As per the Governor's Executive Order, every school district and program must "establish a plan for virtual or remote instruction. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure."

In the event of whole school closure requiring virtual learning

Students would working virtually:

Google Classroom Platform Procedures and Expectations

- All Google classroom for virtual learning.
 - This plan will enable a quick switch if the Department of Health/Governor institutes a closure and a return to remote learning
- All students will be issued an @eastmountainschool.org email address which will be restricted to receive and send emails only to EMS staff and will be used to sign into google classroom.
 - Student's will not be permitted to use personal email addresses for Google classroom or to communicate with staff.
- For each class, teachers will post assignments and material in Google classroom.
 - This preparation will maintain continuity between live and virtual instruction.
 - The Google classroom will provide instruction to the best extent possible
- Teachers will post an assignment for each class each day to take attendance.
 - This will consist of one question: "Are you present?"

- This will create the official record of virtual class attendance.
- Students participating virtually will be expected to complete the activity assigned for that day in Google Classroom during the normal class time, or virtually.

NEW Students Ill and/or Quarantining

Finally, students placed in quarantine or absent due to illness, will be provided classwork. This work may or may not be on Google Classroom. Students may request or be offered a hard copy of school work, to either be mailed or picked up at the School. Education plans will be identified as to best fit the student’s needs.

A permission slip is required for using Google’s Suite of apps and Zoom will be sent in the new student packet to our parents and guardians. (Inserted document below)*

Description of *Google Classroom* for reference:

<https://www.commonsense.org/education/articles/teachers-essential-guide-to-google-classroom>



Teachers' Essential Guide to Google Classroom | Common Sense Education

Streamline how they manage classes. The platform integrates with Google’s other tools like Docs, Drive, and Calendar, so there are lots of built-in "shortcuts" for classroom-management tasks.

www.commonsense.org

If for any reason students and staff are required to start/resume remote instruction, all students at East Mountain School will continue to have equitable access to all remote learning tools.

Ongoing communication between teachers, parents and students contributes to the success in the event of remote learning.

East Mountain School enrolls both residential and commuter students with Individual Education Plans. Our goal is always to provide both populations of students with the same educational and technological opportunities, at all times. This is accomplished when our school is in session, in the building. However, we always continue to improve our effective delivery of virtual educational support for our students as shifting to remote teaching would occur rapidly. Therefore, our system should move with ease between “brick and mortar” school or virtual learning.

Teachers may employ the following platforms:

- Apple TV
- Apple iPad FaceTime
- Google Classroom
- Videos and specific subject related assignments
- Instructional Packets that are emailed to students
- Instructional Packets that are sent via US Post Office

Information and Documentation for Google Classroom and Education Suite

G Suite for Education and Zoom Permission Slip (For Appendix)

Hello Parents and Guardians,

In accordance with the Governor's Executive Order East Mountain School is able to provide Remote Instruction, only **if required due to an outbreak event**. East Mountain, will be using *G Suite for Education*. We have chosen this platform to support our students in the event we are required to institute Virtual Learning, related to the on-going COVID 19 Pandemic. Our research however indicates these learning platforms will effectively support our students both in and outside the classroom.

For your child to participate in the platform we require your permission to provide and manage a *G Suite for Education* account for your child. *G Suite for Education* is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more, and is used by tens of millions of students and teachers around the world.

If needed, students will use their *G Suite* accounts to complete assignments, communicate with their teachers, and apply the learning standards towards mastery of 21st century digital citizenship skills. Our teachers will employ various platforms, including Zoom or Google Meets, for virtual class meetings. Each platform has advantages such as the ability for the teacher to share the screen and demonstrate lessons on a digital white board. Be advised, East Mountain School does not create accounts for students on Zoom.

The notice below provides answers to common questions about what Google and Zoom can and can not do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?
- What is Zoom's privacy statement?

Please read these updates carefully, let us know of any questions. Then sign and return Page 2 of this document giving consent. We are encouraging your consent as G Suite will be our core teaching platform. We have concluded *G Suite for Education* is the most effective platform to provide continuity between virtual and in-person education at East Mountain School.

Thank you,
Stacey Paulis, Ed. D.

Student G Suite Education Permission Slip, Effective for 2021-22 SY

Dear Parent/Guardian:

Date _____

As a student of East Mountain School, your child **may** be participating in **G Suite Education**, at some point in the year.

I give permission for East Mountain School to create/maintain a **G Suite for Education** account for my child and for *Google* to collect, use, and disclose information about my child only for the purposes described in the notice below. I also give permission for my child to use Zoom/Facetime for virtual class meetings.

By signing below you are also agreeing to your child participating in **G Suite Education** and the creation of a school based email account.

Questions/updates contact our Main Office at 908-281-1445

Name of student

Printed name of parent/guardian

Signature of parent/guardian Date

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

PARENTAL INVOLVEMENT

Parental involvement is always encouraged at East Mountain School. Open communication between home and school fosters positive relationships and mutual goal setting. Parent conferences are always welcome.

Family Educational Rights and Privacy Act (FERPA)

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

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

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records and maintains a student's privacy.

SCHOOL ATTENDANCE

All students are held to policies of their local school districts. For the 2021-2022 school year, students are expected to be on site for in-person education this year, unless quarantined. Parents/Guardians, sending district personnel and Child Study Team members will be notified of student absences. Chronic absenteeism will cause students to be at risk of losing course credit.*

Parent Responsibilities

- To see that the child attends school daily and is in all assigned classes
- To submit absentee notes within two (2) school days
- To comply with the procedures as outlined
- Follow up by parents if online instruction is utilized during the school year

Student Responsibilities

- To attend school daily, properly prepared and present in assigned classes
- To be punctual in meeting all commitments
- To submit absentee notes within two (2) school days
- To log on to virtual learning and engage with educators

***Please Note: Mandatory attendance is a matter of East Mountain School Policy and State law. This also applies to both on-site or virtual learning.**

East Mountain School maintains extensive communication with our Sending School Districts. As a result, phone calls, emails, and/or Attendance letters will be utilized to notify districts on their students' discipline updates, behavior progress and/or attendance.

Please call the Main Office at 908-281-1415 if your child is going to be absent. If the school does not receive a phone call from the parent or guardian explaining the absence, the school will contact the parent/guardian at home or at work to verify the absence. All daily attendance and phone communications regarding student absences are documented in our school records.

East Mountain School maintains a closed campus. Students may not leave school between 8:45a.m. and 2:30 p.m. unless the parent/guardian **has arranged prior, with school administration**, for pick up with the Main Office at 908-281-1415. Parent/guardian must sign the student out in the main office. A written note is required and often a follow up phone call is made to confirm. Students may not be released to family friends or others who are not the guardians of the child. A student's friend should not be sent to pick up the student.

Defining an Excused Absence

An excused absence is an absence resulting from personal illness, religious holidays and/or death in the immediate family, mandatory court appearance, incarceration, or bus problems verified by the program administrator. Therapeutic leave may be considered excused absences, and will be in consultation with the sending district.

Suspensions are not excused absences.

East Mountain School considers the following to constitute reasonable cause (i.e. excused) for absence, whether the students is on site or in remote learning:

- A. Illness or accident
- B. Death in the family
- C. Religious holiday
- D. Professional appointment for health or legal matters
- E. Driving license appointment
- F. Verified bus problem
- G. Student on Pass (When applicable, EMYL Pass)
- H. Tour for transition program

**** The district, in the interest of the educational welfare of its students and the integrity of its program, will not grant credit for courses or advance a grade level, if a student has not complied with the attendance regulations.***

GENERAL HEALTH RULES:

CONDUCT IN CLASSROOMS, HALLS AND CAMPUS

- 1. Maintain social distancing**
- 2. The wearing of masks is required**
- 3. Behavior appropriately to promote safe health practices for all students and adults**

For 2021-2022, Violations to school safe health practices and policy;

Regarding our ongoing measures against COVID 19, as a school community we are applying attention to ensuring safety for all. Students are expected to practice good health standards including social distancing, masking and cooperating in the temperature and health screening. Non-compliance to these practices may result in discipline. Support from the student's guardian and parent(s) is required to maintain safety for the whole school community.

SCHOOL BUS BEHAVIOR & STUDENT RESPONSIBILITY

Students are to ride to and from school and get on and off the bus at the designated bus stop. In addition, students may only ride the bus from the bus company which was contracted for that student. ***The school will not accept any notes or phone calls from the parent/guardian to place their child on a different bus or to change a student's drop off location.*** Please contact the Child Study Team from the sending School District to make any changes to transportation.

All students being transported in school district provided vehicles must be considerate of the safety and well-being of their fellow passengers. Misconduct on a school bus can distract the driver's attention from their primary responsibility, that of **safely** transporting all students on that vehicle.

For the safety of all riders, students will be required to:

1. Show respect for the driver at all times.
2. Masks must be worn
3. There is no eating or drinking on the bus
4. Enter and leave the bus in turn. No pushing or crowding.
5. Be seated and seat belt must be buckled while the bus is in motion
6. Talk in a responsible tone of voice. No calling out to passersby. No profanity.
7. Keep the bus clean. No littering or vandalism.
8. Nothing out of a window, no jumping over the seats, no throwing objects.
9. No smoking on school buses.
10. No loud music or conversations.
11. Students are always expected to return home on their assigned bus, to their assigned bus stop.
12. Exit the bus only through the front door, unless there is an emergency.

New Jersey State Law 18A:25-2 states: The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he attends. A pupil may be excluded from the bus for disciplinary reasons and his/her parents shall provide for transportation during the period of such exclusion.

Transportation Procedures for our bus vendors arriving on Site **Promoting Safe Health Practices**

All buses arriving to East Mountain School have been chartered by the local sending district and must adhere to safety guidelines set by the district and company. Due to the COVID 19 pandemic, additional safety rules may be implemented by the company. East Mountain School requires the following:

- All signage and safe operations must be followed especially on HMH Carrier Clinic grounds and lots driving through the campus
- Companies will follow their policies and procedures of their bussing service. While capacity may be reduced, our sending districts will establish transportation for our students, within the regulations.
- East Mountain School will support masking of students as part of our educational plan.
- Districts may encourage alternative ways of getting to school. East Mountain School supports this initiative however, students must be kept safe and behavior expectation plans may need to be revised to support our student's transport.
- No students may be dropped off at East Mountain School without school staff supervision. All students must be received by the EMS designated personnel checking them in and then screened.
- East Mountain School supports our transportation companies being required to disinfect all high-touch surfaces on buses
- If hand sanitizer is located on the bus, it should be secured and used only with adult supervision.
- A Disinfection Policy and training would be provided by the contracted bus company for each driver and their team.

HEALTH SERVICES

EMERGENCY INFORMATION PACKET

All students should have the Student Information Packet completed by their parent/guardian at time of enrollment and at the beginning of each school year, since it will provide:

- Emergency contact information
- Medication information/update
- Permission to administer some over the counter medications like acetaminophen, ibuprofen, and antacids.

IMMUNIZATIONS

All students are expected to be in compliance with appropriate immunization requirements that are required by New Jersey State law for school attendance. Prompt follow up should be made if and when the school nurse identifies a required immunization.

Parents, please contact the school nurse at 908-281-1396 with any changes in health status (injuries, hospitalizations, medications, communicable diseases or immunizations). Health information will be shared with essential staff when needed and to help your child reach their educational goals.

Please note:

- Parents/Guardians must be available for contact in case of an emergency or need to be updated on medical concerns.

**UPDATED HEALTH OFFICE PROCEDURES DUE TO COVID 19
AND THE OPENING OF SCHOOL**

The Road Forward (June 2021) and *Executive Order 175* and *The Road Back* documents the “Local Education Agencies (LEA) must provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year”

POLICY: The screening of students for Covid-19 on arrival to School Policy

The purpose of this policy is to ensure a smooth process and procedure of screening all East Mountain School students for symptoms of being ill prior to attending school. This will ensure that all students obtain clearance and follow established protocols to ensure the protection and safety of all involved.

PROCEDURE:

Parent/Legal Guardian of Community-Based students have been advised to check-in and follow all established protocols and procedures, prior to attending school. The parent/legal guardians of community-based students have been advised to keep students at home who are feeling ill.

Community-based students will have their temperature monitored upon arrival to school when needed.

Hackensack Meridian Health, Carrier Clinic East Mountain Youth Lodge housing residential students will be screened at the East Mountain Youth Lodge (EMYL) before arriving at the school buildings and will remain at EMYL if feeling ill.

Hackensack Meridian Health, Carrier Clinic team members/staff will follow procedures for screening and Health Occupations follow-up requirements, if any.

Symptoms of COVID -19 are varied and may be very mild or severe. Many of the symptoms are also subjective/self-report such as fatigue, muscle ache, headache, nausea. Any student with symptoms will be further evaluated by the nurse on a case by case basis.

Community-based students will have their health monitored, upon arrival to school before or as entering school building through one designated entrance. Checks may be done by the school nurse or authorized designee.

- ✓ Staff performing checks will use appropriate PPE masks, face shields and a new pair of gloves for each student.

- ✓ Health checks must be conducted safely and **professionally**, and in accordance with any applicable privacy laws and regulations.
- ✓ Any student requiring further evaluation by the school nurse will also be indicated on the record sheet (i.e. specific reason /symptom).
- ✓ Daily logs of surveillance will be kept in the health office.
- ✓ Students will be screened for the following possible COVID-19 symptoms, that are not otherwise explained, as per current CDC guidance:
 - A fever of 100 degrees Fahrenheit or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Fatigue
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- ✓ In addition, other screen questions will include the following:
 - Any person sick at home
 - Any contact with a person who has confirmed COVID -19 or is awaiting results of testing
 - Any travel in last few weeks to a state that is on the current list of required quarantine by the state of New Jersey or outside USA

NEW In Effect for 2021-22 School Year
Health Procedures for Potential Positive Case of COVID-19

If a student/staff is found to have symptoms related to COVID-19:

- They must be properly isolated and under supervision in a designated area. A face mask is to be provided to the student/adult.
- Parent(s)/Legal Guardian will be notified, and students must be picked up by an authorized individual.

- Parent(s)/Legal Guardians will be issued *Student Illness/Suspected COVID 19 Form* * identifying the health concerns.
- Parent(s) /Legal Guardian will be provided with “Return To School” document which will contain at **LEAST** the following:
 1. Verifying the student has been evaluated by a healthcare provider with date and diagnosis and a written plan of care.
 2. Verifying if a COVID -19 test HAS or HAS NOT been conducted.
 3. If the student was tested for COVID 19, providing the results.
 4. Medical documentation indicating that the student may safely return to school with an effective date, listing any restrictions.

Health Procedures for Positive Case of COVID-19

Positive COVID results may be reported to Montgomery Department of Health and to the local Department where the child resides, when applicable. School authorities will be notified of testing, when appropriate. Parents/guardians may be requested to grant consent to share results. These circumstances will be determined by the health professionals and families.

- Staff and Families will be notified of a positive individual’s test and maintain confidentiality.
- Students or adults would quarantine 10-14 days and/or follow directives according to the Department of Health.

NEW As Per the *Road Forward 2021*, the NJDOH School Exclusion List to determine when a student may return to school. No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.

If ill students have potential COVID-19 exposure OR if community transmission is moderate or high, they should continue to be excluded according to the COVID-19 Exclusion Criteria.

Additionally, the following will occur;

- Determine the date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building;
- Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations;
- Names, addresses, and telephone numbers for ill person’s close contacts in the school;
- Vaccination status if known
- Any other information to assist with the determination of next steps.

- Regardless of vaccination status, if a student or staff experiences COVID-compatible symptoms, they should isolate themselves from others, and be clinically evaluated for COVID-19, and tested for SARS-CoV-2.

Mitigation:

- If a case of COVID-19 infection occurs in one defined cohort within the school, the ill person should be sent home. Other staff and children in the cohort should be assessed for consideration as close contacts of that case, and if classified as close contacts, quarantined and assessed for symptoms. School nurses and administrators should review the classroom practices, physical layouts, and assess compliance with preventative measures to help inform public health decisions.
 - Other cohorts within the school facility can continue to function, with daily and vigilant screening for illness occurring, and social distancing, personal and environmental hygiene measures strictly adhered to.
 - If cases occur in multiple cohorts within the school, then all school may need to pivot to remote
 - The ability to keep cohort groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary.

Reporting of confirmed cases/contact tracing/quarantine

Each school district shall notify the LHD of a designated point of contact with 2 designated back up contacts for the purposes of case investigation. Each LHD shall provide the school district with a designated point of contact for case investigations with two (2) designated backup contacts.

Potential Closure of School

A facility may need to temporarily dismiss children and staff for 2-5 days, if more than one child and/or more than one staff member attended school before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials and school administrations to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing as well as cleaning and disinfecting the facility.

Schools/Facilities will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Next steps may also include the consideration of a quarantine.

Factors for consideration for dismissal include but are not limited to: class size, age of students, ability of class to adhere to social distancing and co-horting, mask compliance, timing of case identification, number of close contacts identified, staffing impacts, and disease burden in the community.

Student Illness/Suspected COVID 19 Form, excerpt

Infectious Disease Symptoms	Other Conditions:
<ul style="list-style-type: none"> • <u>Fever or fever-like symptoms</u> <ul style="list-style-type: none"> • Temperature above 100.0 F or with or without the presentation of fatigue/body aches/chills/rigors. • <u>Respiratory symptoms</u> <ul style="list-style-type: none"> • Cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma. • <u>Gastrointestinal symptoms</u> <ul style="list-style-type: none"> • Diarrhea, vomiting, or severe nausea. • <u>New unexplained loss of taste or smell</u> • <u>Student notified or reported they have been in close contact with a confirmed positive COVID-19 case</u> 	<ul style="list-style-type: none"> • <u>Confirmed non-COVID viral infectious disease</u> <ul style="list-style-type: none"> ○ Ex: influenza or rhinovirus • <u>Contagious infections requiring antibiotic treatment</u> <ul style="list-style-type: none"> ○ Ex: Strep throat or pink eye • <u>Undiagnosed, new, and/or untreated skin rash or condition</u> • <u>Doctor's note requiring an individualized plan of care to stay home due to medical concerns.</u> • <u>Out of state travel in the past 2 weeks</u>

Procedure for Return to School:

Infectious Disease Symptoms	Other Conditions:
<ul style="list-style-type: none"> • If <u>presenting</u> with symptoms, requesting parents to test students for COVID-19 and/or provide a doctor's note for other treatment-specific guidelines. Families choosing not to test students must continue quarantine for their child for 10 days minimum and return when symptom-free for 24 hours. • If notified to self-quarantine due to a <u>close exposure to a confirmed COVID + case</u>, please stay home and monitor symptoms for 14 days from last known exposure, including a temperature check 2 times a day. A negative test does not end the quarantine period early. • If <u>NEGATIVE</u> for COVID-19, please remain home for 24 hours symptom-free without the use of medication. Please reconsider testing if symptoms worsen. • If <u>POSITIVE</u> for COVID-19, students must self-quarantine at home for 10 days minimum and return when symptom-free for 24 hours OR two negative viral test results spaced at least 24 hours apart. 	<ul style="list-style-type: none"> 📺 If confirmed that a student has non-COVID viral illness we are encouraging families to provide a negative COVID test result and/or a doctor's note to confirm other diagnosis. Students may return once 24 hours symptom-free without the use of medication. 📺 After the first 24 hours of various antibiotic treatments for contagious infections (i.e. strep throat, pink eye, etc.) 📺 Doctor's note requiring an individualized plan of care to stay home due to medical concerns as specified. 📺 2-week quarantine ends without illness after out-of-state travel

SOURCE: CDC guidelines covid sx/tests

FREE AND REDUCED LUNCH

Students whose families meet certain financial criteria and submit an application to the main office, may be eligible for lunch benefits. Questions regarding the free lunch program are to be referred to the school main office at 908-281-1415.

*Student lunches are provided to all students at either a free or reduced cost. However, it is required that both parent(s) and students maintain a zero balance on the student account. Please contact the school immediately if your situation changes so we may work with you.

Ongoing Program for Free and Reduced Lunch Access for EMS Students

As there are unique conditions related to COVID 19, East Mountain School established the following:

- All Students of East Mountain School, who reside temporarily at HMH Carrier Clinic (East Mountain Youth Lodge), will be supplied their school lunches in the Garden Café.
- All Students of East Mountain School, who are eligible community-based day pupils, will be provided lunches on site
- All lunches are available for purchase by our commuter students.
- Should the school be placed on all remote instruction, those qualifying for free or reduced lunches will be provided for as well. Lunch will be delivered directly to a pupil's place of residence by school team members and/or provided compensation meal credits for the approved free and or reduced lunch participants of the National School Lunch Program. In coordination of Hackensack Meridian Health, Carrier Clinic's Food Services will provide the students with nutritional meals.
- Families needing assistance should contact our Main Office, at 908-281-1445 or 908-281-1415.

Lunch is available for purchase, and it is expected students will pay upon receipt of the meal. Failing to pay for lunches will have the school send notification to households regarding any monies owed or accumulating debt. Please contact the school should payment of meals become a challenge or an accumulating debt. We are looking to avoid any debt balances.

Facilities Plan: Re-Opening Plan for Students on Site

Outline for Daily Cleaning Procedures

- East Mountain School will continue to enforce heightened health and sanitation protocols.
- East Mountain School will continue to evaluate its health and safety measures to fit its resources and capabilities across four major categories: physical infrastructure, scheduling and staffing, transportation and food service, and health and behavioral policies.
- For all in the school, building infrastructure will continue to facilitate both physical distancing and hygiene protocols.
- East Mountain School continues to provide disposable wipes so that commonly used surfaces for example, doorknobs, keyboards, remote controls, desktops, chairs, floors, and cabinets are disinfected on a regular schedule

- All school staff will be trained in cleaning and sanitizing practices at start of school and ongoing throughout the school year.
- The custodian cleaning crew routinely cleans all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. We will use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Examples of frequently touched surfaces and objects that will need routine disinfection in the school are:
 - tables
 - doorknobs
 - light switches
 - countertops
 - handles
 - desks
 - phones
 - keyboards
 - toilets
 - faucets and sinks
 - touch screens
- Carpets, rugs and seating areas to be cleaned regularly using COVID19 approved disinfectants.

East Mountain School has been guided by the mandates below. We will need to continue the following practices:

- social distancing
- small group sizes; smaller class sizes
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

Custodians/Matrons will continue to clean using EPA COVID-19 approved neutral disinfectants with increased focus on high touch areas. In September, East Mountain School will continue to follow health protocols to identify for the referral, tracing and isolation of students and staff who are exhibiting COVID-19-related symptoms or with confirmed diagnoses. Screening for symptoms in children and staff, including temperature-taking and an isolation room.

Fortunately, East Mountain School is part of Hackensack Meridian Carrier Clinic Hospital, our cleaning and disinfecting process has and always will continue to follow all hospital-level cleaning procedures and those outlined to combat COVID 19 guidelines and regulations.

Guiding Practices for Students and Staff on Site:

As a hospital-linked school, we can provide the appropriate needs in cleaning and protection gear for staff and students. Presently, our staff are screened daily for elevated temperatures and wearing a sticker to

denote our passing the temperature screen. Staff wear masks all the time and goggles when in student contact areas.

Our central goal for students is to work safely and carefully with on-site schooling. Clearly there are losses and challenges our at-risk students already experienced before the pandemic. Through our techniques and expertise in the *Nurtured Heart Approach*, conducting *Mindfulness Exercises* and applying the tenants of a *Trauma Sensitive Schools*, we will continue to build students' inner wealth and confidence in on-site learning. As per the students' IEPs, related services will be ongoing and provided as needed. Our support counseling team consists of Social Workers, School Psychologist and Substance Awareness Coordinator

Learning loss will be addressed through the instruction individually provided by our academic teaching staff and support paraprofessional. We will include digital learning platforms to nurture skill re-acquisition and enrichment. We look forward to reviewing the data from the standardized test coming this Fall, the Start Strong Assessment. Our individual student goals are designed to provide students with academic continuity and reinforcement. Social skills and emotional regression will also be assessed through counseling with school social workers, while related services continue to be re-established.

Classroom Arrangement, Class size, and Physical Education Classes

East Mountain School is employing all strategies to reduce infection and contain the spread among our population. Materials in use are as follows:

- Floor stickers
- Plexi-glass dividers
- Direction arrows
- Signage for best health practices

HVAC System at East Mountain School

- East Mountain School has multiple HVAC systems and many include fresh air intakes. We schedule cleaning of the HVAC system and change filters as part of our routine maintenance changing these filters approximately 4x/year. The HVAC system in the school has a supply and return in every classroom. We bring in at least 15% outside air at all times.

ADDENDUM

East Mountain School, Hackensack Meridian Health, Carrier Clinic 2021-2022 School Year

TECHNOLOGY CODE OF CONDUCT AND ACCEPTABLE USE AGREEMENT

TECHNOLOGY CODE OF CONDUCT

Smooth operation of network/computer services relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make you and your parents/guardians aware of your responsibilities when using the Internet/computer services and/or other technological devices supplied by East Mountain School, HMH CC. In general, this requires efficient, ethical and legal utilization of the network/computer services and resources. If a user violates any of these provisions, his/her access privileges may be terminated, and future access could possibly be denied.

ACCEPTABLE USE

Student access must be consistent with the educational objectives of the East Mountain School, HMH CC as well as the home sending district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US, federal or state law and/or regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or pornographic material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited.

PRIVILEGES

Use of the Internet/computer services is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The administration and staff of East Mountain School, HMH CC may deny, revoke or suspend specific user access privileges at will.

INTERNET NETWORK ETIQUETTE

All students are expected to abide by the generally accepted rules of the Internet network etiquette. It is expected the parents and guardians will closely monitor the appropriate use of the computer hardware and internet use.

Remember these guidelines, which are not limited to, the following:

1. Be polite.
2. Use appropriate language. Do not use profanity, vulgarities or any other inappropriate language.
3. Avoid all illegal activities.
4. Do not reveal any personal information (i.e., home address, telephone numbers or other personal information) pertaining to yourself, any other students or colleagues.
5. East Mountain School, HMH CC administrators may access all computer hardware and evaluate all system usage, including e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in such a way that you would disrupt the other users.
7. All communications and information accessible via the network should be assumed to be for educational purposes only and may not be shared.

OTHERS RESPONSIBILITIES

- Students exercising their privileges to use the Internet/computer services as educational resources are responsible for all material received and are required to monitor all material entering the school via Internet/computer services.
- Students have the responsibility of not committing copyright violations.
- **Students and parents will maintain the hardware in good working order. Any mistreatment and/or damage to the computer or supplies will result in compensation back to the school to replace or repair the equipment.**

VIOLATION OF ACCEPTABLE USER POLICY

The guidelines on the preceding pages are not all inclusive, but only representative and illustrative to promote appropriate use. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action.

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent contacts are stakeholders in supporting the acceptable use policy and monitoring violations.

MINIMUM ACTIONS:

Administrator/student conference or reprimand.

ADDITIONAL ACTIONS:

1. Additional learning to ensure the proper procedure before he/she can use computer equipment.
2. Administrator/parent contact.
3. Referrals and conferences involving various support staff or agencies.
4. Behavioral Contracts.
5. Required to serve a minimum of one-day suspension from using all computer equipment.
6. Confiscation of inappropriate item(s).
7. Restitution/restoration.
8. Denial of participation in class and/or school activities.
9. Banned from using all computer equipment, networks and Internet.
10. Suspension from school and/or other appropriate disciplinary action.

I, _____, hereby agree to all elements of this Acceptable Use

Agreement and agree to use the equipment for educational purposes and in a safe manner.

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Student Signature

Date

Parent/Guardian Signature

Date