



Hackensack Meridian
Carrier Clinic

East Mountain School

**Remote Learning Plan
2022-2023**

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)

TBD, Substance Abuse Coordinator, (SAC) (x1477)

Ms. Bernadette Eagan, School Nurse (x1396)

Ms. Lisa Mantz, 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.

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.

Overall School Year Plan for 2022-2023

East Mountain School's educational plan will continue in-person instruction for all students.

The 2022-23 Educational Program is as follows:

- Students will report to school, Tuesday, September 6, 2022.
- 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

- Students will participate in an eight (8) period day.
- Students and staff may be health screened upon entry.
- Masking is required for students and staff
- Lunch will be served on site.
Should the Governor or Department of Health close schools, the REMOTE schedule would revert to online learning, incorporating Google Classroom and/or hard copy paperwork
- Especially in remote learning Google Classroom, IXL and Zoom will be utilized.
- Therapeutic services would be offered to students and families throughout the day whether in-person or through remote platforms, as needed.

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 are welcome to return to East Mountain School and should also follow our intake procedures with our IEP Coordinator.**

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 unique, with two testing rounds. This will continue in the Fall of 2022, with the *Start Strong* Assessment Administration in English Language Arts, Math and Science.

The New Jersey Student Learning Assessment (NJSLA) and the New Jersey School Graduation Assessment have been scheduled for the Spring, beginning in March through June 2023.

Statewide Assessment Testing Schedule 2022-23

Assessment	Grades	Computer Administration Window
Fall 2022 Start Strong Assessments Administration- English Language Arts (ELA), Math, and Science	ELA: 4 through 10 Math: 4 through 8, Algebra I, Geometry and Algebra II Science: 6, 9 and 12	August 31, 2022 to September 30, 2022
NJGPA Spring Administration*	11 * For Graduating Classes of 2023, 2024 and 2025	March 13, 2023 to March 17, 2023 Makeup: March 20, 2023 to March 24, 2023
NJSLA-ELA and Math Spring Administration	3 through 9	May 1, 2023 to May 26, 2023 Makeup: May 30, 2023 to June 2, 2023
NJSLA-Science Administration	5, 8 and 11	May 1, 2023 to May 26, 2023 Makeup: May 30, 2023 to June 2, 2023

GRADING POLICY

In partnership with our sending districts and in the mission of EMS, report cards will be issued on a quarterly basis to determine the student's academic growth in a subject as well as their level of proficiency. The grade will reflect a student's overall work in class, ability to meet assigned tasks and deadlines. The following criteria are applied to determining a student's grades:

- Class Work and Participation
- Written Work
- Cooperation with Academic Process
- Assessments, including quizzes, tests or unit tests
- Projects or Reports
- Portfolio of Assignments
- Responsiveness and reflection within the classroom

ACADEMIC GUIDELINES FOR GRADING: (Secondary/Middle School)

A =	90-100
B =	80-89
C =	70-79
D =	65-69
F =	Below 65

Please note, EMS will enforce the sending districts attendance policies and no credit will be given if a student exceeds those limits.

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.

ACADEMIC HONOR ROLL

In order to attain Academic Honor Roll, a student must receive no less than a "B" in any content area, electives and specials. Names of students achieving honor roll will be submitted to the Supervisor and Principal at the end of each quarter.

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.**

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.

EAST MOUNTAIN SCHOOL 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

Plan for Students on temporary remote/off site instruction in the 2022-2023 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 could be working virtually and with hard copy assignments

Expectations for Google Classroom Platform Procedures

- 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 may 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 in a remote setting will have the opportunity to connect with staff in real time as best possible. Work will be sent by mail, email or hard copy to all students, including residents at East Mountain Youth Lodge.

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.common sense.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.common sense.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.

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 2022-2023 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.***

HANDLE WITH CARE & PERSONAL RESTRAINT

East Mountain School personnel are trained in the verbal de-escalation techniques and the physical restraint aspect of *Handle with Care*. The restraint is defined as “the application of physical force without the use of any devices, for the purpose of restricting free movement...” The personal restraint of a student is applied when a student is a threat to themselves or others. **Be advised, EMS staff will utilize all strategies in verbal de-escalation techniques and will seek to avoid any restraint of a student. Please encourage your children to seek safe alternatives to school day frustrations. We can provide spaces to calm down or offer coping strategies. Students may not willfully seek violence or conflict and are expected to work with staff to de-escalate.**

Students and bystanders are expected to follow directions in a crisis. This compliance often avoids the use of a restraint. The team at EMS will discuss and meet with students regarding a situation. However, this cannot take place when a student is in crisis or creating a disturbance.

During a restraint, students are spoken to by the staff member leading the hold and who will immediately explain actions the student can perform to move from the restraint. Students will be guided through de-escalation techniques allowing for their safety to be maintained throughout.

ALTERNATIVE TO DISCIPLINES

As a therapeutic program, East Mountain School will employ a varied approach to deal appropriately with student violations or infractions. The following interventions are applied in the EMS program:

- Mediation with social worker or support staff professional
- Restorative Practices and follow up
- Referral to counselor, with accompanying write up
- Student developed strategies with social worker to avoid issue
- Parent or district personnel informed
- Parent and/or district personnel conference
- Student behavior contracts developed

Violations to school policy may include the following consequences;

- Alternative room detention
- Alternative lunch plans or lunch detention
- Loss of recreation/club time
- Loss of privileges, STATUS
- In school detention
- Out of School suspension
- Special events restriction

The Re-entry Conference (Out-of-School Suspension)

After an out of school suspension, students and guardians may be asked to attend an in-person meeting.

This meeting is essential to the ongoing engagement and reflection expected of students. Our re-entry meeting takes place after a severe discipline issue. We will include EMS personnel and may invite Child Study Team members and parents/guardians, as deemed necessary. The purpose of this meeting is to determine if the student is ready to return to school appropriately. The re-entry conference will include plans to avoid repeating poor behavior choices. The student and families are expected to make the commitments needed to avoid repeating negative behavior outcomes.

School work can be arranged for any suspended student. Contact the Program Supervisor to make arrangements. This can also be revisited during the re-entry conference to ensure a student's ongoing progress is being made in the program.'

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 2022-23 school year and 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. 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 may 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
- 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.

Health Procedures for Positive Case of COVID-19

Again for the 2022-23 school year, 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.

HEALTH OFFICE PROCEDURES & COVID 19

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...”

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 may have their temperature monitored upon arrival to school when needed.

Hackensack Meridian Health, Carrier Clinic East Mountain Youth Lodge housing residential students are 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 with possible checks done by the school nurse or authorized designee.

- ✓ Staff performing checks will use appropriate PPE masks 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.
- ✓ 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 questions may include the following:
 - Any person sick at home
 - Any contact with a person who has confirmed COVID -19 or is awaiting results of testing

In Effect for 2022-23 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 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, indicating the results.
 4. Medical documentation indicating that the student may safely return to school with an effective date, listing any restrictions.

If day students have potential COVID-19 exposure from home, they may attend school after testing, monitoring their symptoms. Masking may be encouraged by their provider. Our school nurse should be contacted to plan and assist families.

For 2022-2023, 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 health screening.

Students who reside in residential units at East Mountain Youth Lodge may be subject to additional health requirements due to their status of residing in a congregate care setting. Additionally, the local and state levels of activity may dictate quarantining and/or isolation. These precautions will be reviewed with our health providers at Hackensack-Meridian Health Carrier Clinic and the LHD, as needed.

Students Ill and/or Quarantining

ALL Students in quarantine or absent due to illness, will be provided classwork. This work may be sent by email. 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 to best fit the student’s needs and align to the student’s IEP.

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.

Qualifying students are provided meals either free or reduced cost. However, it is required that both parent(s) and students maintain a zero balance on the student account. Parents must contact the school immediately to address changes so we may work with you to provide meals.

In the event of remote instruction, East Mountain School has arranged with home districts and with our own food providers to deliver food to homes to meet Free and Reduced Lunch mandates. All residential students would continue their meals being served at East Mountain Youth Lodge.

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 arranged to deliver to the 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 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: 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.

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 symptoms. Staff wear masks.

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 *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.

ADDENDUM

East Mountain School, Hackensack Meridian Health, Carrier Clinic 2022-2023 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. This applies to remote instructional conditions as well.

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