



WEST BROOK MIDDLE SCHOOL

Be Kind, Be Respectful, Be West Brook!

COVID-19 Addendum to the West Brook Middle School Code of Conduct

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Introduction

West Brook Middle School is committed to creating a robust learning environment where students learn, experience meaningful connections and recognize their potential. In doing so, we continue to reinforce our primary goals for student safety, respect for all individuals and diversity, quality instruction, and providing effective educational services while caring for our student population.

This addendum had been designed to ensure the safety and well-being of all students, faculty and staff during these unprecedented times. In response to COVID-19, there is an additional increase to safety and accountability for all students and visitors to West Brook Middle School. This addendum is effective 9/1/2020 and will remain in effect to support the COVID-19 guidelines and recommendations outlined by the NJDOE and CDC.

The policies listed below specifically outline student expectations at West Brook Middle School.

Addendum to the West Brook Middle School Code of Conduct

Virtual Expectations & Conduct



How should I conduct myself during virtual learning?

- ❖ Be on time for class/apply your best effort
- ❖ Participate appropriately during all ZOOM/Google Meet instructional periods.
- ❖ Respect your teachers and classmates.
- ❖ Follow appropriate classroom/school expectations.
 - Including appropriate use of video conferencing service and features (e.g. chat, screen-share)
- ❖ Interact appropriately and respectfully with teachers and classmates.
- ❖ Expect teachers/Administrator communication with parents based on individual circumstances
- ❖ Follow our school Code of Conduct
- ❖ Be kind--HIB expectations apply at all times

Social Distancing



When do I follow social distancing regulations?

- ❖ All students will be supported as they maintain the required distance (six feet) from one another under all reasonable circumstances.
- ❖ The required social distance applies to all students traveling in each of the halls, classrooms and bathrooms. This includes all additional indoor and outdoor spaces. (School Grounds)
- ❖ Social distancing must be followed at all school sponsored events.
- ❖ Markers, signs, and arrows are placed inside and outside of the building to ensure social distancing and must be followed at all times.

Visitors



What does a parent do when they come to school?

- ❖ Our primary goal is the safety of all students, faculty and staff.
- ❖ No visitors are permitted in the school at this time.
- ❖ The principal may admit a visitor if they determine that it is necessary.
- ❖ If you must come to the school, ring the front door and state your name, your child's name, and the reason for your visit.
- ❖ Security personnel will ask that you wait outside the main doors.
- ❖ Any individual entering the building shall submit to the screening procedures and shall be required to wear a face mask while in the school building.
- ❖ Any child under the age of two shall not be required to wear a mask.
- ❖ Social distancing must be maintained at all times.
- ❖ In the event a child needs to be picked up early from school, parents/guardians must first call the main office thirty minutes prior to picking up a student. Students will be walked to the main office for pick-up.

Masks



When do I wear my mask or face covering?

- Masks must be worn at all times in public areas or shared spaces within the school building. This includes outdoor areas, all school grounds and buses.
- Students and individuals not wearing a mask will be supported and redirected to retrieve a mask for health and safety reasons.
- Neck gaiters, bandanas, a masks with exhalation valves or vents (respirator) will not be permitted
- Masks must be appropriate/non-offensive without causing interruption to the instructional school day. If any given mask is deemed to be inappropriate or offensive, the student will be asked to change his/her face mask and a parent may be called
- Masks must have a minimum three-ply fabric (non-surgical or non-respirator grade) to ensure the safety of all students and staff

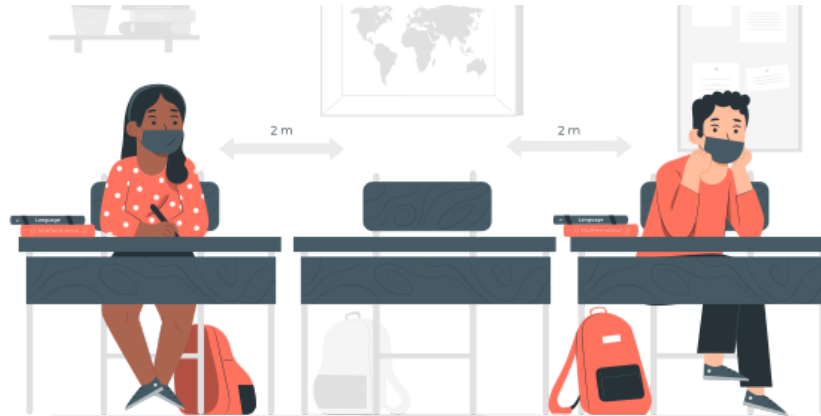
Communication & Behavior



How can I communicate appropriately with my words and actions?

- ❖ Maintain appropriate, respectful words (including verbal or written) and actions to communicate with your peers.
- ❖ Mocking, teasing, harassment, intimidation, and bullying related to religion, culture, race, masks, or COVID-19 will not be tolerated.
- ❖ Any action of harassment, intimidation or bullying regarding race, religion, culture, face masks, or COVID-19 must be reported to a certificated staff member and administration.
- ❖ HIB reporting guidelines will be followed under all circumstances deemed by the building principal.

Classrooms



How can I follow safety guidelines in class?

- ❖ Follow all communication, direction and instruction from your teacher.
- ❖ Maintain social distancing while in class.
- ❖ Wear your mask while in the classroom.
- ❖ Remain in class during instruction and learning.
- ❖ Leaving class without permission or a hall pass is not permitted.
- ❖ Speak to your teacher if you have any questions or concerns for appropriate safety guidelines while in class.
- ❖ Keep your materials to yourself.
- ❖ Do not share school materials.

Hallways & Bathrooms



What should I do if I am in the halls or going to the bathroom?

- ❖ Use the Hallways and Bathrooms only when necessary. Sign-out for bathroom use will be completed electronically by the teacher.
- ❖ Wear your mask while walking in the halls and using the bathrooms.
- ❖ Maintain social distancing while walking in the halls and using bathrooms.
- ❖ Comply with supervision and direction from faculty and staff.
- ❖ Follow signs and arrows for social distancing while walking in the halls.
- ❖ Utilize the bathroom only when necessary.
- ❖ Only one student at a time is permitted in the bathroom.
- ❖ Wash your hands with soap and warm water prior to leaving the bathroom.
- ❖ Return directly to your classroom after using the bathroom.

Books, Supplies, & Lockers



How should I care for my books and school supplies if we are not not using lockers?

- ❖ Do not share your books and materials.
- ❖ Keep your books and materials with you at all times.
- ❖ Bring your books and supplies home at the end of the day.
- ❖ Ask your teacher if you need to leave something in school.
- ❖ The use of hall lockers is not permitted.
- ❖ Store all materials with you securely in your backpack or designated area.

Cell Phones



Are we permitted to use cell phones during the school day?

- ❖ Cell phones must be turned off and kept in your backpack at all times.
- ❖ If you do bring your cell phone to school, it is your responsibility.
- ❖ If your cell phone disrupts instruction (ringing, notifications, texting, social media use), teachers and staff may take the phone away until the end of the school day.
- ❖ Repeated offenses will precipitate parent notification by the teacher and/or administration.

Transportation Safety



What safety procedures should I follow while riding the school bus?

- ❖ Maintain social distancing when entering and exiting the school bus.
- ❖ Wear a face mask when entering and exiting the school bus.
- ❖ Follow the direction of the bus driver for temperature checks while boarding the bus.
- ❖ All students are expected to comply with social distancing practices. (Six feet between riders). Designated seating will be in place to support social distancing protocols.
- ❖ Use the hand sanitizer that is available at the entrance of each bus.
- ❖ Drivers and students will practice all safety protocols as indicated for the duration of the pandemic. This includes hand hygiene and face coverings.

Arrival & Dismissal



What should I do when I arrive at school and when I'm dismissed from school?

- ❖ Maintain social distance (six feet) while wearing your mask during arrival and dismissal times.
- ❖ Wait on line in a socially distanced manner for temperature screening.
- ❖ Students may not enter the building without permission from school personnel.
- ❖ Report directly to your classroom/assigned homeroom/period with all school supplies and personal items (coats, jackets, umbrellas, backpacks, books, chromebooks, etc).
- ❖ Lockers will not be used.
- ❖ At dismissal follow your class while maintaining social distancing guidelines. Wear your mask during dismissal.
- ❖ Report directly to your assigned bus.
- ❖ Walkers must leave school property and maintain social distancing while wearing a mask. Walkers should maintain social distancing procedures.
- ❖ Students may wait for parents at dismissal while maintaining social distancing with a face mask.
- ❖ No student shall remain on school property after dismissal times.
- ❖ Once a student leaves the school building, re-entry will not be permitted.

Attendance



What should my parents do if I will be absent from school?

- ❖ Report directly to your assigned classroom when you arrive and take your assigned seat.
- ❖ Attendance will be taken each day, in each class by your teacher.
- ❖ If you are not coming to school on any given day, please have your parents call the main office to notify the school of your absence. (201-261-7800 x8222)

Health & Safety Tips



- ❖ Wash your hands for at least 20 seconds using soap and warm water.
- ❖ Maintain social distancing- at least six feet apart.
- ❖ Wear your mask or face covering.
- ❖ Tell an adult if you are not feeling well.
- ❖ Always cover your mouth when sneezing or coughing. Throw away any tissues you may have used.
- ❖ Use hand sanitizer to sanitize your hands.

West Brook Middle School is deeply committed to supporting our students, families, and educators as we work together to reduce the spread of COVID-19. The above Code of Conduct will provide our students and families with a supportive outline for appropriate behaviors and procedures to ensure the safety and well-being of all students. Parents will be contacted in the event of a violation of safety protocols established for students/staff at West Brook Middle School.

Newly Adopted Board Policies

| Policy: | Policy Number: |
|--|------------------------|
| VISITORS | POLICY: 1250 |
| TRANSPORTATION SAFETY | POLICY: 3541.33 |
| HEALTH EXAMINATIONS AND IMMUNIZATIONS | POLICY: 5141.3 |
| ILLNESS | POLICY: 5141.2 |

Additional Board Approved COVID-19 District Policies Available on [District Website](#)

NJSBA POLICY SERVICES**FILE CODE: 1250**☐ **Monitored**☐ **Mandated**☒ **Other Reasons*****Policy**

**** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.***

Visitors

The board welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the chief school administrator shall devise regulations addressing visitors' access to the schools.

All visitors shall be required to report to the principal's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the chief school administrator or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Visitor Procedures for Contagion Prevention

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and

staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Visits to the Schools, Visitors, Sign-in, Propping Doors

Legal References:

| | |
|--|--|
| <u>N.J.S.A.</u> 2C:18-3 | Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses |
| <u>N.J.S.A.</u> 2C:33-2 | Disorderly conduct |
| <u>N.J.S.A.</u> 18A:7G-5.2 | Public school facilities, certain, security measures required |
| <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties |
| <u>N.J.S.A.</u> 18A:20-20 | Control and Regulation of Playgrounds |
| <u>N.J.S.A.</u> 18A:40-12 | Closing Schools During Epidemic |
| <u>N.J.S.A.</u> 18A:54-20 | Powers of board (county vocational schools) |
| <u>N.J.S.A.</u> 26:3D-55 et seq. | <u>New Jersey Smoke-Free Air Act</u> |
| McCann v. Bd. of Educ. of South Plainfield, (EDU8243-04, Comm'r, Nov. 5, 2005) | |
| L.A. v. Port Republic Bd. of Educ., (EDU4308-05, Comm'r Feb. 22, 2007) | |

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:

<https://www.nj.gov/education/reopening/>

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|------------------------------|-----------------------------------|
| TRANSPORTATION SAFETY | POLICY: 3541.33 |
| NJSBA POLICY SERVICES | FILE CODE: 3541.33 |
| | <u> X </u> Monitored |
| | <u> X </u> Mandated |
| *Policy | <u> X </u> Other Reasons |

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Transportation Safety

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The board directs the chief school administrator to oversee development of regulations to govern:

- A. Pupil conduct on buses;
- B. Inservice education for bus drivers to include:
 - 1. Management of pupils;
 - 2. Safe driving practices; recognition of hazards;
 - 3. Special concerns in transporting pupils with disabilities;
 - 4. Emergency procedures on the road; accident report;
 - 5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that include any of the following:

- A. Physical injury to anyone concerned, no matter how minor;
- B. Property damage of any kind, even if the financial loss is negligible;
- C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results.

It shall be the responsibility of the chief school administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

Bus Procedures to Reduce the Spread of Contagion

- A. To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.
- B. Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- C. Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;
- D. Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be

afforded the opportunity to do so (such as having sufficient time between routes);

- E. District vehicles will be cleaned and sanitized including seats, rails, and highly touch surfaces before each run.
- F. Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:
- G. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - 1. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - 2. Provide a certification that, before the route commenced, the required process was completed as required.
- H. These procedures will include a minimum of two stages: cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.
- I. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have been shown to be effective against COVID-19;

Training for Interacting with Students with Special Needs

The *(board or board of education contractor that provides student transportation services)* shall administer the New Jersey Department of Education developed training program on the proper procedures for interacting with students with special needs to all school bus drivers and school bus aides that it employs. The training program includes appropriate behavior management; effective communication; use and operation of adaptive equipment; and understanding behaviors that may be related to specific disabilities.

The training program shall be administered prior to that individual operating a school bus or serving as an aide on a school bus.

The *(board or board of education contractor that provides student transportation services)* requires that a school bus driver or school bus aide file a certification with the *(board or board of education contractor that provides student transportation services)* that the individual has completed the training program within five business days of its completion. The *(board or board of education contractor that provides student transportation services)* shall retain a copy of the certification for the duration of the individual's employment and shall forward a copy of the certification to the New Jersey Department of Education.

The parent or guardian of a student with an individualized education plan shall complete the student information card when the individualized education plan is developed or amended for a student who receives transportation services. The student information card, developed by the New Jersey Department of Education, shall include information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs.

Upon receiving consent from a student's parent or guardian, a copy of the completed student information card shall be provided to the student's assigned school bus driver and school bus aide.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. Pupils who do not require busing shall participate in a drill as necessary before a field trip. All pupils shall receive evacuation instruction at least once within the school year.

Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform to state standards for such vehicles and shall be equipped with all safety devices required by code and statute.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee Substance Abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

| | | |
|---------------------------------|--|---|
| <u>Legal References:</u> | <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| | <u>N.J.S.A.</u> 18A:25-2 | Authority over pupils |
| | <u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u> | Transportation of pupils remote from school |
| | <u>See particularly:</u> | |
| | <u>N.J.S.A.</u> 18A:39-17, -18, -19.1, -20 | |
| | <u>N.J.S.A.</u> 18A:39-19.2 through <u>N.J.S.A.</u> 18A:39-19.4 | Training program for school bus drivers, bus aides relative to students with special needs |
| | <u>N.J.S.A.</u> 18A:39-26 | School Bus Safety Act |
| | <u>N.J.S.A.</u> 18A:39-27 | Bus Driver Presence Required |
| | <u>N.J.S.A.</u> 18A:39-28 | Inspection of School Bus for Pupils |
| | <u>N.J.S.A.</u> 39:3-10.9 <u>et seq.</u> | New Jersey Commercial Driver License Act |
| | <u>N.J.S.A.</u> 39:3B-1.1 <u>et seq.</u> | School Buses, Equipment and Regulations |
| | <u>See particularly:</u> | |
| | <u>N.J.S.A.</u> 39:3B-10 through -12 | |
| | <u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u> | Student Transportation |
| | <u>See particularly:</u> | |
| | <u>N.J.A.C.</u> 6A:27-11.1, -11.2, -11.3, -11.4, -12.2, -13.3 | |
| | 34 <u>CFR</u> Part 85.100 <u>et seq.</u> , Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) | |
| | 49 <u>U.S.C.</u> § 31306 <u>et seq.</u> - | Omnibus Transportation Employee Testing Act of 1991 |
| | 49 <u>C.F.R.</u> Part 40.1 <u>et seq.</u> - | Procedures for Transportation Workplace Drug Testing |

Programs

49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391.1 et seq. - Qualification of drivers

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

The Department of Education School Bus Driver and Aide Training for Interacting with Students with Special Need: located on the New Jersey Department of Education website at:
<http://www.nj.gov/education/finance/transportation/training/dis/>

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
<https://www.nj.gov/education/reopening/>

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|---------------------------------------|---|
| HEALTH EXAMINATIONS AND IMMUNIZATIONS | POLICY: 5141.3 |
| NJSBA POLICY SERVICES | FILE CODE: 5141.3 |
| | <input checked="" type="checkbox"/> Monitored |
| | <input checked="" type="checkbox"/> Mandated |
| *Policy | <input checked="" type="checkbox"/> Other Reasons |

**** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.***

Health Examinations and Immunizations

Pupils who enter the district schools for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law. At the parent/guardian's request, these immunizations may be administered by the school physician.

NOTE: THIS IS PERMISSIVE, NOT REQUIRED.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine, and reporting.

The chief school administrator or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The chief school administrator shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

Pandemic Reopening and Recovery

A. Screening and Personal Protective Equipment (PPE)

1. Adequate amount of personal protective equipment (PPE) shall be available, accessible, and provided for use by staff and students.
2. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
3. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health.
4. Staff and students shall be screened for entry into the school building;
5. The principal or his or her designee shall develop a school entry plan that includes:
 - a. Staff assigned to do the screening;

- b. Designated entrances that will be used to admit students;
- c. The assignment of classes and grades to designated entrances and/or designated entrance times;

- 6. Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms;
- 7. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations;
- 8. Results must be documented when signs/symptoms of COVID-19 are observed;
- 9. Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students;

B. Procedures for symptomatic staff and students:

- 1. The school principal or his or her designee shall establish an isolation space;
- 2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
- 3. Staff must provide continuous monitoring of symptoms;
- 4. The [current Communicable Disease Service](#) guidance for illness reporting shall be followed;
- 5. If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;

C. Preparations for when someone tests positive for COVID-19:

- 1. The school principal or his or her designee shall establish an isolation space;
- 2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully taken to the designated isolation space and isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
- 3. The [current Communicable Disease Service](#) guidance for illness reporting shall be followed;
- 4. Readmittance to school shall be consistent with [Department of Health guidance and information for schools](#) and Department of Health/Communicable Disease Service's [Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19](#);
- 5. Contact tracing shall be initiated including records of groups/cohorts, assigned staff, and daily attendance.

D. Protocols to address a positive case:

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

- 1. A fever of 100° F or greater;
- 2. Cough;
- 3. Shortness of breath or difficulty breathing;
- 4. Chills;
- 5. Repeated shaking with chills;
- 6. Muscle pain;
- 7. Headache;
- 8. Sore throat;
- 9. New loss of taste or smell;
- 10. Fatigue;
- 11. Congestion or runny nose;
- 12. Nausea or vomiting;
- 13. Diarrhea.

Parent/Guardian Notice

In accordance with federal law, the Protection of Pupil Rights Amendment (PPRA), parents/guardians shall be notified annually of the opportunity for the parent/guardian to opt the student out of any non-emergency, invasive physical examination or screening that is:

- A. Required as a condition of attendance;
- B. Administered by the school and scheduled by the school in advance; and
- C. Not necessary to protect the immediate health and safety of the student, or of other students.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Immunizations, Inoculations, Examinations, Pupil Physical Examinations, Student Physical Examinations, Health

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| <u>Legal References:</u> | <u>N.J.S.A.</u> 18A:35-4.6 through -4.8 <u>N.J.S.A.</u> 18A:40-4 <u>N.J.S.A.</u> 18A:40-4.3 <u>N.J.S.A.</u> 18A:40-4.4 <u>N.J.S.A.</u> 18A:40-4.5 <u>N.J.S.A.</u> 18A:40-5 <u>N.J.S.A.</u> 18A:40-6 <u>N.J.S.A.</u> 18A:40-11 <u>N.J.S.A.</u> 18A:40-16 through -19 <u>N.J.S.A.</u> 18A:40-20 <u>N.J.S.A.</u> 18A:61D-8 through -10 <u>N.J.S.A.</u> 26:1A-9.1 <u>N.J.S.A.</u> 26:4-6 <u>N.J.S.A.</u> 26:2T-5 through -9 <u>N.J.A.C.</u> 6A:14-3.4 <u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:16-1.3, -2.1, -2.2, -2.3, -2.4, -4.1, -4.3 <u>N.J.A.C.</u> 6A:32-9.1 <u>N.J.A.C.</u> 8:57-2 <u>N.J.A.C.</u> 8:57-4.1 <u>N.J.A.C.</u> 8:57-4.2 <u>N.J.A.C.</u> 8:57-4.3 <u>N.J.A.C.</u> 8:57-4.4 <u>N.J.A.C.</u> 8:57-4.5 <u>N.J.A.C.</u> 8:57-4.6 <u>N.J.A.C.</u> 8:57-4.7 <u>N.J.A.C.</u> 8:57-4.8 <u>N.J.A.C.</u> 8:57-4.9 <u>N.J.A.C.</u> 8:57-4.10 <u>N.J.A.C.</u> 8:57-4.11 <u>N.J.A.C.</u> 8:57-4.12 <u>N.J.A.C.</u> 8:57-4.13 <u>N.J.A.C.</u> 8:57-4.14 <u>N.J.A.C.</u> 8:57-4.15 | <u>Parents Right to Conscience Act of 1979</u> Examination for physical defects and screening of hearing of pupils; health records Scoliosis; periodic examination; notice to parents or guardian Exemption Immunity from action of any kind due to provisions of act Method of examination; notice to parent or guardian In general Exclusion of pupils having communicable tuberculosis Tuberculosis infection; determination of presence ... Immunization at public expense Findings, declarations relative to Hepatitis B vaccinations.... Exemption of pupils from mandatory immunizations Prohibiting attendance of teachers or pupils Findings, declarations relative to Hepatitis C Evaluation Programs to Support Student Development Athletics Procedures Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus Applicability Proof of immunization Medical exemptions Religious exemptions Provisional admission Documents accepted as evidence of immunization Records required Reports to be sent to the State Department of Health Records available for inspection Diphtheria and tetanus toxoids and pertussis vaccine Poliovirus vaccine Measles virus vaccine Rubella vaccine Mumps vaccine Haemophilus influenza type b (Hib) conjugate vaccine |
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| <u>N.J.A.C.</u> 8:57-4.16 | Hepatitis B virus vaccine |
| <u>N.J.A.C.</u> 8:57-4.17 | Varicella virus vaccine |
| <u>N.J.A.C.</u> 8:57-4.18 | Pneumococcal conjugate vaccine |
| <u>N.J.A.C.</u> 8:57-4.19 | Influenza vaccine |
| <u>N.J.A.C.</u> 8:57-4.20 | Meningococcal vaccine |
| <u>N.J.A.C.</u> 8:57-4.21 | Providing immunization |
| <u>N.J.A.C.</u> 8:57-4.22 | Emergency power of the Commissioner, Department of Health and Senior |
| <u>N.J.A.C.</u> 8:61-2.1 | Attendance at school by students or adults infected by Human Immuno-deficiency Virus (HIV) |

20 U.S.C.A. 1232h Protection of Pupil Rights Amendment

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
<https://www.nj.gov/education/reopening/>

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|-----------------------|---|
| ILLNESS | POLICY: 5141.2 |
| NJSBA POLICY SERVICES | |
| | FILE CODE: 5141.2 |
| | <input checked="" type="checkbox"/> Monitored |
| | <input checked="" type="checkbox"/> Mandated |
| Policy | <input checked="" type="checkbox"/> Other Reasons |

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

Illness

When pupils are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the pupil shall be sent or taken to the building principal's office. In general, the same procedures that apply to accidents shall apply to sudden pupil illness. The chief school administrator, in cooperation with the medical inspector, shall implement this policy.

Control of Contagious Diseases or Conditions

In order to protect the health of the pupils in our schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector.

The school nurse shall observe pupils who show evidence of communicable disease and recommend their exclusion to the school principal. Recommendations shall be consistent with reporting requirements on communicable diseases as set forth in the New Jersey Health Code. Such pupils shall be isolated in the nurse's office until a parent/guardian picks them up, and any necessary measures have been taken to prevent spread of the infection. The school nurse, under the direction of the medical inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year.

Any student with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS shall not be excluded from general education, transportation services, extracurricular activities, athletic activities, assigned to home instruction or classified as eligible for special education because of the HIV infection. The school nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

In addition to the review of health and safety measures required by law, the school nurse shall individually instruct teachers from whose classrooms a pupil has been excluded in the symptoms of the disease for which the pupil was excluded. Student rights and confidentiality shall be protected in accordance with law. No teacher shall attempt to diagnose any illness of a pupil, but shall refer suspected cases to the nurse immediately.

Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

A. Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may

have been infectious;

B. Notifying contacts of their potential exposure;

C. Referring contacts for testing;

D. Monitoring contacts for signs and symptoms of COVID-19; and

E. Connecting contacts with services they might need during the self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

The school nurse shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 may be required to submit to a COVID 19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.

Symptoms of COVID 19 include:

A. A fever of 100° F or greater;

B. Cough;

C. Shortness of breath or difficulty breathing;

D. Chills;

E. Repeated shaking with chills;

F. Muscle pain;

G. Headache;

H. Sore throat;

I. New loss of taste or smell;

J. Fatigue;

K. Congestion or runny nose;

L. Nausea or vomiting;

M. Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.

Handling Blood and Body Fluids

The chief school administrator and medical inspector shall develop detailed routine procedures based on New Jersey administrative code and guidelines from the Centers for Disease Control for proper handling of blood and body fluids resulting from illness/accidents in the schools. These procedures shall be disseminated to all district staff and volunteers.

The medical inspector shall report all cases of communicable disease to the local board of health as required by law.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Illness, Sickness, Body Fluids

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| <u>Legal References:</u> | <u>N.J.S.A.</u> 18A:16-6 | Indemnity of officers and employees against civil actions |
| | <u>N.J.S.A.</u> 18A:16-6.1 | Indemnity of officers and employees in certain criminal actions |
| | <u>N.J.S.A.</u> 18A:40-3 | Lectures to teachers |
| | <u>N.J.S.A.</u> 18A:40-7 | Exclusion of pupils who are ill |
| | <u>N.J.S.A.</u> 18A:40-8 | Exclusion of pupils whose presence is detrimental to health and cleanliness |
| | <u>N.J.S.A.</u> 18A:40-10 | Exclusion of teachers and pupils exposed to disease |
| | <u>N.J.S.A.</u> 18A:40-11 | Exclusion of pupils having communicable tuberculosis |
| | <u>N.J.S.A.</u> 18A:40-12 | Closing schools during epidemic |
| | <u>N.J.S.A.</u> 18A:40-25 | Boards of education to provide nursing care to students in nonpublic schools |
| | <u>N.J.S.A.</u> 26:2T-1 | Newly diagnosed Hepatitis C case; information, reports |
| | <u>N.J.S.A.</u> 26:4-6 | Prohibiting attendance of teachers or pupils |
| | <u>N.J.S.A.</u> 26:4-15 | Reporting of communicable diseases by physicians |
| | <u>N.J.S.A.</u> 26:5C-1 <u>et seq.</u> | <u>AIDS Assistance Act</u> |
| | <u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u> | Programs to Support Student Development |
| | <u>See particularly:</u> | |
| | <u>N.J.A.C.</u> 6A:16-1.3, -2.1 <u>et seq.</u> | |
| | <u>N.J.A.C.</u> 8:57-1.1 <u>et seq.</u> | Reportable Communicable Diseases |
| | <u>See particularly:</u> | |
| | <u>N.J.A.C.</u> 8:57-1.3, -1.7, -2 | |
| | <u>N.J.A.C.</u> 8:61-1.1 | Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV) |

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

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