

Lakeview School Program Policy Manual

Section One

State Compliance Policies/Procedures

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Policy: Student Admissions

Purpose

Local Educational Associations (LEA) may refer students for placement in New Jersey Department of Education approved private schools for the disabled. Approved private schools for the disabled may enter into contractual agreements with LEAs to provide educational programs and related services to students with educational disabilities according to the goals and objectives established in the student's IEP. The following policies and procedures have been developed to address the criteria for admission and placement of referred students to Lakeview School and to insure compliance with each student's IEP.

Definitions

LEA: Local Educational Agency or the sending school district responsible for each student's individual educational plan and school program.

Receiving School: Public or private school providing educational services through contracted agreement with the student's LEA.

Statutory Requirements

N.J.A.C. 6A:14.3(i)2.

N.J.A.C. 6A:14-4.1

N.J.A.C. 6A: 14.3 to 4.11

N.J.A.C. 6A:14-7.1

N.J.A.C. 6A: 14-7.5

Policy Guidelines

In accordance with **N.J.A.C. 6A:14-7.1**, Lakeview School as an NJDOE approved private school for the disabled may receive students for placement into the private school program through contractual agreements with LEAs. LEAs may refer students when it is determined by the student's IEP that the student's educational, related services, health and social needs would best be met through placement in Lakeview School.

LEAs seeking placement for students shall submit a letter of request for placement, a copy of the current IEP for the student and any other pertinent school or medical records to the Principal of Lakeview School. The IEP will be reviewed to determine possible appropriateness for placement by the Principal of Lakeview or a designee. When it is determined that a referred student may be appropriate for placement in Lakeview School, an intake screening will be scheduled for the referred student and their parent(s)/guardian(s). The district case manager of the LEA will also be requested to attend. Although it is preferred that the district case manager is present for the intake screening, it is not mandatory and the screening will be conducted as scheduled.

At the intake screening, a determination will be made whether the student's current IEP can be implemented in accordance with **N.J.A.C. 6A:14-7.5(b)**. Following the intake screening Lakeview School will render a decision regarding the acceptance of the referred student into the school program pending the following criteria:

- Student is between the ages of 3 – 5 and eligible for a preschool disabled class;
- Student is between the ages of 5 – 21 and eligible for a full day special education class;
- Student requires any number of the following services:
 - multiple related therapy services (occupational, physical and speech therapy)
 - augmentative communication evaluation/training
 - seating and/or mobility evaluation/training
 - specialized nursing services for medical conditions
- Student requires a small class size and low student to staff ratio (3:1 or less) and opportunities for individual and small group instruction.

During the course of the intake screening, it may be determined that additional information, evaluations or medical records are necessary prior to accepting the referred student for placement. The Principal of Lakeview or a designated School Social Worker will notify the case manager of the referring LEA in writing of the conditions that must be fulfilled prior to the student's admission into the program.

Once accepted into Lakeview School, the student will be placed into a class appropriate to their educational, social and developmental needs and chronological age in accordance with **N.J.A.C. 6A:14-4.7**. The IEP will be implemented and specified as developed by the LEA.

Following placement into Lakeview School, if any additional services are required or modifications to the current goals/objectives are recommended the LEA will be notified. If changes to the current IEP would be in the best interests of the enrolled student, the Principal of Lakeview shall forward recommendations to the case manager and request to convene a meeting of the IEP to discuss and review any proposed changes. As per **N.J.A.C. 6A:14-2.3(i)2**, in attendance at the IEP meeting will be the case manager, parent(s)/guardian(s), classroom teacher, related services providers, Lakeview administrative personnel and the adult student (age 18 or higher).

Procedures: Student Admissions

- A. The referring LEA forwards a letter of request for program placement, copy of the current IEP and any other pertinent educational and medical records to the Principal of Lakeview.
- B. The Principal of Lakeview or designee will review the request and records and make an initial determination as to whether the referred student is appropriate for placement. Once it is determined that the student may be a potential candidate for placement, the students file will be forwarded to one of the School Social Workers to set up an intake screening.
- C. The School Social Worker will coordinate the intake process as follows:
 - Clarify to the district case manager and parent(s)/guardian(s) the nature of the screening process, program services and procedures;

- Schedule an appointment for screening with the referred student, parent(s)/guardian(s) and if possible, the district case manager;
 - Prepare the appropriate paperwork for the intake process; and
 - Provide parent(s)/guardian(s) and case managers with directions to Lakeview School.
- D. The intake screening shall be conducted by a School Social Worker and interdisciplinary team consisting of;
- Supervisor of Education
 - Related Services Provider(s)
 - Nurse
- E. The intake screening shall consist of the following:
- Review of Student records
 - Parent Interview
 - Screening assessment of the referred student
 - Health history of student
- F. Following the completion of the intake screening, a staffing will be scheduled within one week (7 days) of the intake to review findings with the Principal of Lakeview. At this staffing, a determination for placement will be made. The district case manager will be notified, and the following paperwork will be processed and follow-up will be completed prior to the student's start date in the program:
- Written notification of acceptance or rejection into the program;
 - Written notification to the LEA of tentative starting date, classroom assignment, teacher, age range of the class and request for updated records required for placement;
 - Written notification to parent(s)/guardian(s) of the tentative starting date and pertinent program information and forms to be received prior to placement;
 - Notification to the Lakeview School accounting department for processing of an approved school contract for placement;
 - Final review of necessary paperwork prior to student's enrollment into the program to ensure compliance with code requirements.
- G. Upon enrollment into the program, the IEP will be implemented as established by the sending district. The enrolled student will be provided an appropriate educational program, related services and any additional supports as determined by the IEP.
- H. An initial assessment of student skills will be completed by the classroom teacher and related services personnel within a 30 (thirty) school calendar day period. A staffing will be conducted to discuss the findings of the assessment and if modifications to the current IEP are recommended, the Principal of Lakeview will request to convene a meeting of the IEP. At the IEP meeting a review of the current document will be made and any additional supports, services or modifications of goals/objectives suggested for the student's placement in Lakeview School will be proposed. Present at this meeting will be district case manager, parent(s)/guardian(s), Lakeview administrative staff, classroom teacher, related services personnel and adult student. Attendance at this meeting will be documented by the case manager and Lakeview administrative staff.

Policy: Student Suspensions

Purpose

It is important that all students demonstrate acceptable social behavior that supports a positive and nurturing environment for learning. Occasionally, students may demonstrate disruptive behavior so significant, that it would necessitate the student's removal from school. The following policies and procedures have been developed to address the circumstances that would warrant the suspension of a student from the school program.

Definitions

Code of Student Conduct: Standards, policies and procedures established by a school for positive student development and student behavioral expectations on school grounds, including school buses or at school-sponsored functions.

In-school Suspension: Removal of a student from the regular classroom placement to a separate location within the school building (quiet room). Services as specified in the IEP will continue to be provided.

Short-term Suspension: Removal of a student for 10 school days or fewer from the school program in accordance with **N.J.A.C. 6A:14-2.8**, but not the cessation of the student's educational services.

Suspension: Removal of a student for 10 school days or fewer pursuant to the definition of "short-term suspension". A removal of a student for more than 10 school days will constitute a change of placement.

Statutory Requirements:

N.J.S.A. 18A:37-2, 4

N.J.A.C. 6A:14-1.1

N.J.A.C. 6A:14-2.8

N.J.A.C. 6A:14-7.7

N.J.A.C. 6A:16-7.2, 7.3

Policy Guidelines

A safe and civil environment is necessary within the school setting for students to learn and achieve developmentally. Students attending Lakeview School are expected to demonstrate behavior that supports respect for peers and program staff, promotes cooperation and contributes to a positive environment for learning. Each student is expected to conduct themselves in a manner that is appropriate to their levels of **development, maturity and demonstrated capabilities** with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

In accordance with **N.J.A.C. 6A:14-2.8**, Lakeview School may temporarily order the removal of a student from the school setting for up to 10 consecutive or cumulative school days within a school year for any of the following serious infractions:

- Behavior that is disruptive to the educational program.
- Behavior that poses a threat of danger to other students or staff.
- Behavior that places the student at risk of harming them self.
- Use of unauthorized substances (drugs, alcohol)
- Assault upon another student, staff member, school administrator or any other individual on school grounds.
- Possession of a weapon.
- Willful damage of school property and the possessions of others.

When making a determination to suspend the student the following factors will be considered:

- Developmental level of the student and ability to understand the consequences of his/her actions.
- Concern for the likely recurrence of the behavior.
- Antecedent incidents that may contribute to or cause the student to act out in a disruptive manner.
- Medical conditions that may contribute to or serve as the catalyst for the disruptive behavior.
- Prescribed medications that may alter a student's perception and behavior and cause or contribute to a disruptive outburst.
- Other health or social circumstances that may lead to, contribute to or cause the recurrence of disruptive behavior.
- Any combinations of the above factors.

The Principal of Lakeview, classroom teacher, social worker and therapy team members will discuss the specific incidents of behavior that are of concern and document findings. It will be the responsibility of the Principal of Lakeview to suspend a student due to any of the above-referenced specified conditions. Once the determination has been made, the Principal of Lakeview will immediately notify the sending district of the action. The Principal of Lakeview will request that the LEA convene a meeting of the IEP to address the behavioral issues and collaboratively determine appropriate interventions to maintain the student's placement.

Lakeview School will track the number of days a student is suspended through its attendance system and record it daily into the attendance database. Full and half day suspensions will be recorded accordingly. Removal for a portion of the day shall be counted proportionately in the student's total number of day's suspension.

When a series of short-term suspensions accumulate or are equal to 10 days, a meeting will convene with the LEA to discuss whether the suspension warrants a change in placement. If it is determined that a change in placement is not warranted, the LEA, Lakeview School personnel, parents/guardians and/or adult student will determine the extent of services and program modifications necessary to enable the student to continue to progress in his/her educational program.

In some cases, the student's behavior may significantly affect the classroom program and environment for learning for other students, yet not be severe enough to warrant a suspension out of the school

program. In such cases, an in-school suspension may be warranted, and the student will be removed from the regular classroom placement to a quiet room or other calming environment. In the event of an in-school suspension, the instruction and services as specified in the student's IEP will continue. An in-school suspension shall not be counted as a day of removal.

Upon the recommendations of the IEP team, a behavioral intervention plan may be implemented as an integral part of the student's IEP. Lakeview School will make provisions to regularly review the effectiveness of the behavior plan and provide documentation to the LEA. Continued IEP meetings will be convened as necessary to address student issues as required.

In the event that a series of short-term suspensions and repeated behavioral interventions do not effectively address the issues of the student's disruptive behavior, a change of placement may be necessary. Lakeview School will initiate all necessary steps for the termination of the student's placement pursuant to **N.J.A.C. 6A:14-7.7**.

Procedures: Student Suspensions

- A. All program staff shall document any incident of student behavior that is considered disruptive to the educational program on the school Incident Form. Copies of all behavioral incidents shall be distributed to the Principal of Lakeview and appropriate program Supervisors.
- B. The Principal of Lakeview and program Supervisors will review the behavioral incidents and determine if it is necessary to enact further behavioral interventions to address the issues. The Principal of Lakeview will conduct a staffing with the appropriate program staff and document the findings.
- C. Based upon the findings, if it is the recommendation that the student be suspended from the school program, the Principal of Lakeview will determine the appropriateness of the suspension and the recommended length of time of the suspension.
- D. The Principal of Lakeview will immediately contact the case manager and/or Director of Special Services or Pupil Personnel Services of the LEA regarding the suspension. Written correspondence will also immediately be forwarded to the LEA and shall state the following;
 - Grounds for suspension and
 - Documentation of findings
 - A readmission plan or recommendations
 - Requested date for an administrative conference to address the suspension
 - Date(s) of suspension
- E. A log of the number of days and length of suspension shall be recorded in the school's attendance database.
- F. Removal of the student from the classroom to an alternate setting within the school for either one half or a full day or more, will be counted as an in-school suspension. Students in an in-school suspension will have one-to-one supervision, and will continue to receive instruction in the goals and objectives of the IEP as well as related services. In-school suspensions shall not count as a day of removal, but will be recorded for documentation and presented to the LEA in

the event additional interventions need to be provided to maintain the student's class placement in Lakeview School.

- G. When a series of short-term suspensions accumulate to 10 days and behavioral concerns are identified as interfering with a student's progress, the following procedures will be implemented:
- The LEA, Principal of Lakeview and appropriate program personnel will meet to determine if the suspension creates a change in placement according to **N.J.A.C. 6A:14-2.8(b)2**. Written documentation of this meeting will be maintained by Lakeview School administration.
 - Upon determination that the series of short-term removals do not constitute a change in placement, the LEA, Principal of Lakeview and appropriate school personnel shall determine the services to be implemented to enable the student to progress appropriately toward achieving goals set forth in the student's IEP.
 - If the removal constitutes a change in placement, and it is determined that the disruptive behavior is not a manifestation of the student's disability, the IEP team will determine which services are necessary to enable the student to progress appropriately toward achieving the goals set forth in the student's IEP.
- H. The Principal of Lakeview and/or designated Supervisor of Education will monitor the student's behavioral plan and/or any additional services implemented as a result of the IEP modifications to determine the effectiveness of the program services and need for further modification or additional intervention.
- I. Services and interventions that do not adequately or appropriately serve to amend the student's disruptive behavior may require a change in program placement to address the student's needs. The Principal of Lakeview will initiate all appropriate steps necessary for termination of the student's placement pursuant to **N.J.A.C. 6A:14-7.7**.

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Policy: Confidentiality of Student Records

Purpose

The State of New Jersey Department of Education requires that specific documentation must be maintained for each student enrolled in approved school programs. To ensure the confidentiality of information of students receiving services, the Lakeview School sets forth the following program policies and procedures.

Definitions

LEA: Local Educational Agency or the sending school district responsible for each student's individual educational program.

Direct Services Providers: Personnel responsible for the provision of educational, related services, health services and social services to enrolled students assigned to their classroom/caseload. Direct

services providers include school administrative and supervisory staff, special education teachers, related services providers, nurses and social workers. Paraprofessional personnel are not included in this definition.

Adult Student: A person who has attained age 18 who is not under legal guardianship and who is entitled to receive educational programs and services in accordance with Federal or State law or regulation.

Statutory Requirements

N.J.S.A. 18A:36-19

N.J.S.A. 18A:36-35

N.J.A.C. 6A: 32-7.1 to 7.8

N.J.A.C. 6A: 14-7.9

Policy Guidelines

In accordance with **N.J.A.C. 6:32-7**, Lakeview School ensures compilation, maintenance, access to and confidentiality of student records.

Lakeview School will maintain the following mandated student records on file for each enrolled student:

- Personal data (name, address, date of birth, name of parent(s)/guardian(s), citizenship, gender, APA assessment scores, grade levels).
- Record of daily attendance maintained in the school registers.
- District information (name of home school, child study team case manager or school liaison, classroom teacher).
- Student Individualized Educational Plan
- Copies of previous child study team evaluations (if necessary to determine the nature of related services and class placement)
- Student Progress Reports
- Immunization records
- Related Services Logs
- Medical (physician prescription stating nature of the evaluation and or related services)
- Student Health Status - Pertinent health information (if applicable or necessary to the delivery of related services or therapy evaluation)
- All other records as required by the sending LEA in contract with Lakeview School for program placement and services.
- Records of parent and LEA contacts (correspondence, telephone contacts, staff notes)

The following permitted student records shall be maintained on file as needed:

- Medical records providing health histories and current medical status
- Prescriptions for therapy orders (related services)
- Consultant medical clinic reports

All student information will be kept confidential and will only contain information that is relevant to the provision of services to the student. All anecdotal information and assessment reports shall be dated

and signed by the individual responsible for originating the data. Student records shall be maintained securely in a central file in the administrative offices of Lakeview School. Files shall be locked in the school administration office during all non-program hours. The school administration office shall also be locked during non-school hours. Student records may only be reviewed by authorized personnel as outlined in the following section. Authorized personnel shall be required to complete the Student Record Log stating the records reviewed, date, time and reason for the review of any or all pupil records.

A student directory shall be compiled for official use by program staff. The directory shall be a database of necessary information for immediate reference for each enrolled student. This information will be kept confidential and not disseminated to outside sources with the exception of law enforcement personnel, judicial personnel or medical personnel currently providing services to the student. The database of student information shall be maintained on the school server and may only be viewed by Lakeview School program personnel and clerical support staff. Changes or additions/deletions to the database may only be made by the Principal of Lakeview and designated clerical staff and/or supervisors. All other program personnel shall be granted access on a "read only" basis.

As per **N.J.A.C. 32-7.4**, it shall be the responsibility of the Principal of Lakeview School or a designee to ensure that the procedures for the maintenance, security and access to student records are reviewed with program staff annually. Program personnel are required to sign an adherence to confidentiality statement which shall be maintained within their personnel file. Program personnel are expected to maintain compliance with all aspects of these policies and procedures.

School reports, student information and records maintained on the School's network are protected through the Agency's internet security system. These records are utilized for staff work purposes only and to expedite the sharing of student information for program personnel in the provision of services to students. The network server is backed up regularly to insure the safety of program information. Hard copies of all student records and information are updated as completed to insure the integrity of the documents and prevent loss.

Student reports and records may be sent electronically to the student's LEA upon written request from the district case manager or Director of Special Services. In each case, the request must be forwarded to the attention of the Principal of Lakeview. Once written request is received, the Principal of Lakeview will make arrangements to have student reports, including anecdotal and therapy logs to be converted to a PDF format before sending the information to the LEA. The written request and a hard copy of the electronic submission of student documentation will be maintained on file under the Board of Education section in the student's main chart in the school office.

The school website will only post pertinent school information and will not disclose any personally identifiable information about a student enrolled in Lakeview School in accordance with **N.J.S.A. 18A:36-35**. School related information on the website shall not contain student photos, names, addresses, phone numbers, or student e-mail addresses. The school shall not post the dates, times and locations of school field trips or off site school sponsored activities.

Staff documenting student progress or recording school wide events, special activities or classroom celebrations via photos or video, may only do so by using inventoried school/agency equipment. All photo/video records will be stored securely on the school's server and accessed only by program personnel providing services to the student. This includes direct services personnel, program

supervisors with assigned responsibilities, medical personnel providing services and the Principal of Lakeview. **Program staff may not at any time, photograph or video students in program using their own personal equipment.** Visual depictions of students involved in program activities may not be released to outside sources or removed from within the program. Whenever a student exits the Lakeview School program or is transferred to another program, photos and/or videos will either be destroyed or forwarded to the sending district as a part of their school records. Upon request, law enforcement personnel, judicial personnel or child protective agencies (DYFS) may be granted access to visual depictions upon written request or court order.

Recorded events of graduation, program activities and special school occasions may be made available to families as appropriate with signed permission only. Parents/guardians of the students appearing in the event will need to provide signed permission for their child to be photographed and/or video recorded. Copies of visual images or CDs of these events may only be sent home to the parents/guardians or family members upon receipt of a signed waiver indicating that the images/video will be used only for their own viewing purposes and **will not be** reproduced or posted on the internet or in any form of media.

Only authorized personnel shall have access to student records as specified in **N.J.A.C. 6A: 32-7.5**. Authorized organizations, agencies and persons include only the following:

- Special Services personnel from the LEA who have assigned educational responsibility
- Direct services providers employed by Lakeview School having educational responsibility for the pupil.
- Parents/guardians of the student
- Student under the age of 18 (with written permission of the parent/guardian)
- Student aged 18 or older
- Clerical personnel for the purposes of entering or recording data under the supervision of the assigned Related Services Provider. Access shall be limited to only those files under which staff are directed to enter or record information, and will cease upon completion of the assigned specific task.

All persons who are granted authorized access to student records may review the records during the operation of the school office hours (8:00 a.m. to 4:30 p.m.) only. Each time student records are reviewed, the person reviewing such records shall specify in the student record log, the individual records reviewed, reason for the review of records and time of review. Each authorized individual shall then sign and date the student record log. The student record log shall be maintained in the front of each pupil's chart. No one is permitted to remove student charts from the school office area or remove or reproduce any information contained within the student's charts. Notes may be taken when records are reviewed.

Lakeview School will adhere to the conditions for access to student records as defined in **N.J.A.C. 6A: 32-7.6**. Student records shall not be altered, removed or destroyed prior to the request to review a record by authorized personnel and the actual review of the record. Student records may not be withheld from a parent/guardian of a student under 18 or from an emancipated adult student unless a court order is received revoking the right to access.

Outside authorized agencies, organizations and personnel must submit written request along with the signed consent of the parent/guardian to the chief school administrator of the **LEA** and the Principal of Lakeview, prior to the review of student records or release of information. Release of information by Lakeview School to outside agencies shall only be accomplished under the direction and approval of the LEA with assigned educational responsibility for the student. When district approval is granted for the release of student records, only hard copies will be forwarded to the parties requesting information.

Parent(s)/Guardian(s) and adult students have the right to appeal and challenge student records as defined in **N.J.A.C. 6A:32-7.7** and may seek to expunge information, insert additional information and request an immediate stay of disclosure. Written request of such action must be provided to the chief school administrator of the LEA and Principal of Lakeview School. Lakeview School will only revise records or reports generated by its private school program with the mutual consent and under the direction of the LEA and parent/guardian or adult student.

Upon completion or termination of a student's program, all student records will be returned to the LEA as per the specifications set forth by **N.J.A.C. 6A:14-7.9**.

Procedures: Confidentiality of Student Records

- A. The maintenance and security of all student records is the direct responsibility of the Principal of Lakeview.
- B. The student records maintained by the school shall contain only such information as is relevant to the education of the student. Only mandated and permitted records, as defined in **N.J.A.C. 6A:32-7.3** will be compiled for individual pupils. All anecdotal information and assessment reports shall be dated and signed by the individual program professional who originated the data.
- C. Records for each student shall be maintained securely in a central file in the school administrative office. When records are maintained in an additional location, a notation in the central file shall be made to indicate where such records may be found. Student records may only be accessed during the operation of the school program office hours (8:00 a.m. to 4:30 p.m.).
- D. Upon hire, all Lakeview personnel are required to sign an adherence to confidentiality statement. Only authorized personnel shall have access to student records as follows:
 - 1. The parent/guardian of a student under the age of 18 and/or the student under the age of 18 who has the written permission from the parent/guardian to review his/her school records, an adult student who is emancipated (over the age of 18), and/or the parent/guardian of an adult student who is designated as the legal guardian.
 - 2. Lakeview School staff and other authorized persons who have assigned educational responsibility for the student (including teachers, therapists, department supervisors, school social workers, field placement students/interns, and consulting physicians) as described in **N.J.A.C. 6A:32-7.5** and certified local school district

personnel who have assigned educational responsibility for the student. When reviewing a record for which they have assigned responsibility, each person will sign, date and provide reasons for the review of the student information as specified in the student record log maintained in the front of each student's file.

3. Requests for access to student records by all other authorized organizations, agencies, or persons indicated in **N.J.A.C. 6A:32-7.6** shall be made in writing to the Principal of Lakeview (or a designee) of the local school district having responsibility for the student.
 4. When access is granted, the local district shall send a release for review to the Principal of Lakeview School. An appointment will then be arranged within ten (10) days of the request. All other authorized personnel shall also complete the student record log in the individual student's file.
 5. The Principal of Lakeview shall be present during the inspection to provide interpretation of the records when necessary and to prevent their alteration, damage, and/or loss. An entry shall be made in the pupil record log of the names and persons granted access, the reason for access, the time and circumstances of the inspection, the records reviewed, and the purpose for which the data will be used. Copies of the records may be available to parent(s)/guardian(s), adult students, LEA's and authorized organizations, agencies, personnel providing services to the student at no cost. A fee of up to \$1.00 per page may be charged to legal counsel retained by the parent(s)/guardian(s) to represent their child in a legal suit.
 6. No individual record shall be altered or destroyed during the time period between a request to review the record and the actual review of the record.
 7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the records to the extent that it is necessary for the entry and recording of data and the conduct of routine clerical tasks.
 8. Program paraprofessionals and volunteers are not permitted access to student records.
- E. Parent(s)/guardian(s) or adult students (18 or older) may request to remove information from Lakeview reports if it is felt to be inaccurate or irrelevant, or add data or reasonable comments. A written request must be submitted to the Principal of Lakeview School stating the specific information to be deleted/added to the record. A copy of this request must also be forwarded to the chief administrator of the LEA. The Principal of Lakeview, in consultation with the LEA, will determine if the request is appropriate. Lakeview records will be amended when it is determined that the request would not alter the intent or purpose of the report and the deleted/added information is relevant and appropriate to the student's educational program.
- F. Upon receipt of written approval from the district with assigned educational responsibility, only hard copies of student records may be forwarded to parties requesting information.

- G. Upon written request to the Principal of Lakeview, student information may be transmitted to the LEAs with assigned educational responsibility of the student. The student reports/information will be transmitted only in PDF format. A copy of the written request for electronic submission of reports as well as a hard copy of the electronic submission of the transmitted information will be retained on file in the student's school chart under the Board of Education section.
- H. As required by **N.J.A.C. 6A:14 – 7.9**, all student records will be returned to the sending school district (LEA) within fifteen (15) calendar days upon termination of the pupil's program at the Lakeview School. The Principal of Lakeview or designee shall oversee the return of all pupil records. Original records will be mailed to the Director of Special Services of the sending school district.
- I. Signed permission must be received by parents/guardians for the photographing or taping of any school events that will eventually be disseminated to the student's and/or families for their own personal use. This includes graduation events, program activities or special occasions.
- J. Students or parents/guardians will not receive copies of any visual images or recordings unless they sign compliance that the images/recordings provided to them will not be reproduced or posted on the internet or in any form of media.

Revised 08/16 - Compliance Policy #3

Policy: Provision of Special Education Programs and Related Services

Purpose: Lakeview School is an approved private, non-profit organization providing educational programs and therapy services to students with multiply disabilities ages 3 through 21. Placements to the school program are made through Local Educational Associations (LEAs) throughout the central New Jersey area. LEAs enter into a contract with the New Jersey Institute for Disabilities, the sponsor of Lakeview School, to provide special education programs and services specific to the requirements of each referred student's Individualized Educational Plan (IEP). As a contracted receiving school, these services are provided to classified students as specified in each student's IEP at no cost to their parents/guardians.

Statutory Requirements

N.J.A.C. 6A:14-1.1 (d)
N.J.A.C. 6A:14-7.5(b)3

Policy Guidelines

In accordance with **N.J.A.C. 6A:14.1**, Lakeview school has developed policies regarding the provision of services appropriate to the Individual Educational Plan of students placed in the school program. Through the contractual agreements with sending districts (LEAs), tuition reimbursement provided by the districts ensures that all students placed in Lakeview School are provided a free and appropriate educational program. The contractual agreement ensures that the parents/guardians of students placed

in Lakeview will not incur any additional charges for services under the terms of the agreement. Any extraordinary costs incurred by the LEA within the terms of the contract will be specified and mutually agreed upon prior to the execution of the contract and placement of the referred student into the program.

Lakeview School will ensure that each enrolled student's IEP is implemented as specified according to the goals and objectives of the document and recommendations for related services. Each student's IEP will be centrally maintained in the school office and program staff responsible for the delivery of services to the students placed in the school program will have access to review the document. At any time, if there is a recommendation to amend the services or any part of the IEP, the sending district will be contacted to convene a meeting to review the IEP and, if necessary and appropriate, make revisions in the best interests of the student.

Lakeview School provides comprehensive educational and related services programs. As per **N.J.A.C. 6A:9**, all educational personnel are certified for the positions they hold as through the State of New Jersey Department of Education. All program related services providers also maintain appropriate state licensure through state regulatory commissions.

The current school program offerings and services are as follows:

- Full day special education classes (18) for students ages 5 through 21 for students with multiple disabilities.
- Full day preschool disabled class (2) for students ages 3 through 5.
- Extended School Year program (30 days)
- Related therapy services:
 - Occupational Therapy
 - Physical Therapy
 - Speech and Language Therapy
 - Short term counseling and case management
- Additional related services are provided as appropriate to individual students educational and therapeutic needs:
 - Augmentative Communication Assessments and training
 - Technology Assessment and training
 - Adaptive Seating and Equipment Assessments
 - Feeding Assessment and therapy
 - Audiological screenings
 - Vision screenings through the Commission for the Blind and Visually Impaired
 - Consultant Medical Clinics (developmental pediatrics, pediatric physiatry and neurology)
 - Nutrition Clinics
 - Orthopedics and G.I.
- Classroom instruction and curricula appropriate to the educational abilities and developmental needs of students as specified in the IEP in compliance with the proficiencies established for the New Jersey Core Curriculum Content Standards
- State assessment appropriate to the educational abilities and developmental needs of students as specified in the IEP for:

Alternate Proficiencies Assessment (APA)
Directed Learning Maps (DLM)

Revised 08/16– Compliance Standard #4

Policy: **Implementation of Individualized Educational Plans**

Purpose: Classified students are guaranteed a Free and Appropriate Public Education (FAPE) under the special education code. Lakeview School is a receiving school entering into contractual agreements with LEAs in the provision of education services to students ages 3 through 21. Therefore, Lakeview School assures full compliance with in the implementation of student Individualized Educational Plans (IEP).

Statutory Requirements

N.J.A.C. 6A 14-1.1et seq

N.J.A.C. 6A 14-7.5(b)1

Policy Guidelines

The provision of the IEP is the responsibility of the sending LEA. This IEP document must be received prior to a referred student's acceptance and placement into Lakeview School. Upon enrollment into the program, the IEP as developed by the sending LEA will be implemented as specified. Copies of the IEP will be provided to the classroom teacher and related services providers responsible for the student's educational program. Lakeview School will provide appropriate instructional materials, therapeutic equipment and methods of instruction as specified for the student's educational needs. The Principal of Lakeview and Supervisors of Education will ensure that the IEP is being implemented as specified.

The sending LEA will receive written notification if there is a recommendation to modify or amend the IEP for any reason. The Principal of Lakeview will request the district convene a meeting with the parents/guardians of the student and/or the adult student to discuss the proposed recommendations. The Principal of Lakeview will ensure the full implementation of any changes to the IEP agreed upon as a result of this meeting.

The LEA, parents/guardians and/or adult student will be notified if at any time Lakeview School is unable to render educational programs and services as specified in the IEP.

The LEA will be notified if the educational program and delivery of related services cannot be provided as specified due to a change in the student's health and medical status. The following conditions may impact the student's placement and provision of services as specified in the IEP:

- Surgery or other medical interventions
- Acute illness
- Progression of a diagnosed disorder/disease contributing to a significant regression of previously learned skills.

The Principal of Lakeview will contact the district and/or provide written notification of the student's condition and any need for modifications to the IEP. The LEA will have the option to revise the IEP based upon the student's current needs. Parents/guardians and/or adult students are responsible for

providing the medical documentation and/or prescriptions from the treating physician(s) to implement recommended changes in program or related services. The LEA will assume final responsibility for revising the IEP to reflect the necessary changes in services to address the student's health/medical needs. The Principal of Lakeview will ensure the student's revised IEP will then be implemented as per code requirements.

Procedures: Implementation of Individualized Educational Plans

- A. Upon each student's admission/enrollment into Lakeview School, a copy of the IEP developed by the LEA will be provided to the classroom teacher and related services staff with assigned educational responsibility. The original IEP document will be maintained securely within the school office with the student's other required records.
- B. An initial assessment will be completed for each newly enrolled student, by the program personnel with assigned educational responsibility. The assessment period will take place over 30 (thirty) school calendar days. At the completion of the assessment period, the assigned staff will develop reports regarding their findings and if appropriate, recommendations for any new goals/objectives that may be incorporated into the student's IEP.
- C. Recommendations for changes to the IEP will be forwarded to the LEA for consideration. The Principal of Lakeview will request the LEA to convene a meeting to review the student's IEP. The initial IEP forwarded to Lakeview for the newly enrolled student will remain in effect until which time a new documented, if appropriate, is developed by the LEA.
- D. Any revisions to the original IEP will be implemented as agreed upon and approved by the LEA, parent/guardian and/or adult student as per code requirements.
- E. During the contracted school year, if a student's IEP requires modifications or changes due to health/medical issues, the Principal of Lakeview will notify the LEA in writing of the reasons for the needed changes/modification and recommendations for such. Parents/guardians will be responsible for providing the medical documentation to support the need for the IEP revisions.
- F. Any changes to program personnel or staffing that will impact the provisions of educational or related services to enrolled students as specified in the IEP will be addressed with the sending LEAs. The Principal of Lakeview will issue written notification regarding any and all issues that may impact a student's program. The LEA will make the final determination to revise the IEP or to make accommodations that will enable the referred student to continue his/her placement in Lakeview until the matter can be resolved.

Policy **Staff Certification Requirements**

Purpose

Students requiring special education and related services as determined by their Individualized Educational Plan must receive these services from state certified and licensed professionals knowledgeable in the needs of students with disabilities. Local school districts may enter into a contract with approved private schools to provide these services. To ensure that related services are in compliance with state mandates, Lakeview School sets forth the following program policies and procedures.

Definitions

Certificate of Eligibility with Advanced Standing (CEAS): A credential with lifetime validity issued to persons who have completed the degree, academic study, applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

Provisional teaching year: A year of full-time teaching under provisional certification required of all novice teachers before they can be approved for standard teacher certification.

Statutory Requirements

N.J.S.A. 18A: 26-2

N.J.S.A. 18A: 27-2

N.J.S.A. 18 A: 6-7.1

N.J.A.C. 6A:9

N.J.A.C. 6A:23-4.1 and 4.4 (c), (j)

Policy Guidelines

In accordance with **N.J.S.A. 18A: 26-2**, all staff employed by Lakeview School to perform duties that are regulated through certification shall hold the required certificate for the position of their employment. Candidates for employment shall provide proof of their certification issued by the NJ Department of Education and if possible, a copy of current valid state licensure prior to assuming the responsibilities of their position. Copies of all staff certification and licensure shall be maintained on file within the Human Resources Department.

In compliance with the guidelines of **N.J.S.A 18A:6-7.1**, all employees of Lakeview School are required to submit to a fingerprint check and criminal history review investigation. All processing fees, as required by law, must be assumed by the employee. Fingerprinting cards, authorization forms and money orders (processing fees) are to be submitted to the Human Resources department prior to the beginning of employment.

Pursuant to **N.J.S.A. 18A: 27-2**, any staff member's employment with Lakeview School shall be terminated when it is determined by the county office or any other manner that the staff member is not, or ceases to hold appropriate certification and licensure for the required position.

In accordance with **N.J.A.C. 6A:9**, Lakeview School shall employ staff who have completed the appropriate coursework from accredited institutions of higher learning and have earned the appropriate degree, hold appropriate state licensure and are NJ Department of Education certified for all program positions.

Prospective candidates with a Certificate of Eligibility with Advanced Standing (CEAS) may be considered for employment with application for their provisional certification. The prospective candidate must have completed a state-approved accredited college program that includes 21 to 27 credits in special education and required supervised teaching. Lakeview School will provide the novice teacher with the required mentoring activities and supervision during their provisional period. The school administration will maintain and submit all necessary documentation to the Office of Licensure and Credentials and maintain copies of all documentation in the novice teacher's file. Required evaluation (two formative and summative (final) evaluation) will be completed by the appropriate administrative staff.

As per **N.J.A.C. 6A:9-6.5**, in cases of teacher absence, Lakeview School will employ appropriately state Certified substitute teachers to temporarily fill the certified teacher's position for a period not to exceed 20 instructional days in the same position within the school calendar year. If the need arises whereby it is necessary to extend the service of the substitute teacher in a single position for a total of 40 instructional days, the Principal of Lakeview will make application to the executive county superintendent for the extension of time to 40 days. The extension of time to provide service in a single position will be filed prior to the substitute's 15th day of service in that position.

In the case of new applicants for teacher assistant and substitute teacher positions, the Human Resources Department shall submit a letter of application, official transcripts, credentials and oath of allegiance for all prospective candidates for substitute teachers.

Annually, the Human Resources Department shall submit a Statement of Assurances to the County Office of Education regarding the use of paraprofessional staff within the school program. Copies of Each job description will accompany the Statement of Assurances. Any new paraprofessional positions will be submitted in writing to the county office for approval prior to employing the paraprofessional.

Procedures: Staff Certification

- A. During the application process for employment to the Lakeview School program, all prospective applicants shall exhibit proof of appropriate Department of Education certification for the position applied for. The Human Resources department shall coordinate the application and hiring process with Lakeview School administrative staff and supervisors.
- B. The Principal of Lakeview, or a supervisory designee, will assure that all new teachers are highly qualified and appropriately certified for their respective positions. All new therapists will also have current licensure and NJDOE certification for their respective positions.

- C. Prior to the start of employment, all prospective candidates will complete the fingerprinting process and submit to a criminal history review investigation. The Human Resources department will submit the Emergent Hiring Form to the County office to expedite the approval process. Prior to the candidates' initial day of employment, the Human Resources department must be in receipt of the results of the CHRI check or the completed Emergent Hiring Form with the County Superintendent of Education's approval.
- D. Upon hiring of all personnel, the Human Resources department shall retain a copy of staff certification on file. Annually, the Human Resources Department shall forward to the county office of education; all copies newly hired staff certifications. This process will be repeated as necessary throughout the course of the program year as new positions are filled.
- E. Contracts for employment will be processed by the Human Resources department for all certified Lakeview School staff positions.
- F. The Human Resources department will be responsible to monitor the status of employee certifications and licensure. Notification from the county office or other sources that a staff member ceases to hold appropriate certification required for their position shall result in the termination of the staff member from that position.
- G. The Human Resources department shall annually file with the county office of education a Statement of Assurances that paraprofessional staff are serving in their assigned their corresponding job descriptions.

Revised 08/16 – Compliance policy #6

Policy: Discharge/Termination of Students

Purpose

Student educational needs may change and require services beyond the scope of their current school placement. Other factors such as relocation, sudden health issues or emergencies, progressive medical/health conditions and behavioral disorders may require a change of placement to an alternate program to better accommodate the needs of an enrolled student. The Lakeview School sets forth the following policies and procedures to address the circumstances that would require a student's discharge or termination from Lakeview School.

Statutory Requirements:

N.J.A.C. 6A:14-2.3(i)2

N.J.A.C. 6A:14-4.12

N.J.A.C. 6A:14-7.7

N.J.A.C. 6A:14-7.9

N.J.A.C. 6A:23-4.2

Policy Guidelines

The discharge or termination of a student's enrollment from Lakeview School may be initiated for any of the following reasons:

- The student has reached age 21 and has reached the graduation requirements as per **N.J.A.C. 6A:14-4.12** and is no longer eligible for special education and related services;
- The educational and related services needs of the student have been sufficiently modified where consideration for placement in district or another program may be determined to be more beneficial and appropriate to the student's educational needs;
- The voluntary transfer of a student by the parent(s)/guardian(s) or child study team of the LEA to another placement;
- The relocation of a student to another district outside the area of services of the Lakeview School facility;
- The health/medical condition of an enrolled student deteriorates significantly whereby the student is no longer physically able to attend school on a regular basis and may benefit from home instruction;
- The behavior of an enrolled student becomes so disruptive and maladaptive as to pose a threat of safety to self, other students or program personnel; and all attempted interventions and supports to manage the behavior in the current class placement and setting have been unsuccessful, that placement in an alternate program is recommended to address the student's behavioral and educational needs.

Lakeview School will consider all options prior to terminating a student's placement from the school program. When the determination is made that a student's placement in Lakeview School is no longer an appropriate educational choice, the Principal of Lakeview will notify the district case manager, and convene a meeting of the IEP. As per **N.J.A.C. 6A:14-2.3(i)2**, present will be the case manager, parent(s)/guardian(s), classroom teacher, related services personnel and adult student. At this meeting, the IEP will be reviewed and a determination for a new placement shall be made. A plan for discharge will be determined at this meeting. The district will document all changes to the IEP and make provisions for the student's new placement. It will be the district's responsibility to provide written notification to the parent(s)/guardian(s) of the change in placement. Termination of the student will be in accordance with the provisions of the contract between Lakeview School and the LEA.

When an LEA is considering the withdrawal of a student from Lakeview School prior to the end of the school year, the district shall convene a meeting of the IEP as per **N.J.A.C. 6A:14-2.3(i)2**. Appropriate personnel from Lakeview School as referenced in the above section will be present at this meeting. At this meeting, the IEP will be reviewed and a determination for a new placement shall be made. A plan for discharge will be determined at this meeting. The district will document all changes to the IEP and make provisions for the student's new placement. It will be the district's responsibility to provide written notification to the parent(s)/guardian(s) of the change in placement. Termination of the student will be in accordance with the provisions of the contract between Lakeview School and the LEA.

Parent(s)/guardian(s) of an enrolled student choosing to withdraw their student from school shall contact the district case manager and Principal of Lakeview School to inform them of the withdrawal.

Parent(s)/guardian(s) may request that the LEA convene a meeting of the IEP according to the code requirements and conditions set forth in the previous section.

Student's with severe health and medical conditions, who cannot maintain their placement in the class setting even with the inclusion of aides and supportive services, may who be eligible for home instruction. Parent(s)/guardians(s) must contact their district case manager to discuss such options. It will be the LEA's responsibility to convene a meeting of the IEP to initiate the home bound instruction. Parent(s)/guardian(s) will be required to provide the district with the appropriate medical documentation to substantiate the need for home bound services.

As per **N.J.A.C 6A:14-7.8 and 6A:23-4.2**, Lakeview School and the LEA will maintain the provision of the contractual agreement established prior to the student's placement. A minimum of fifteen (15) days advance notice will be given prior to the expected date of student discharge/termination for the program.

As per **N.J.A.C. 6A:14-7.9** all student records will be returned to the LEA when the student's placement at Lakeview School is terminated.

Procedures: Discharge/Termination of Students

- A. The Principal of Lakeview will contact the LEA to convene a meeting of the IEP team, when it is determined that a student's placement at Lakeview School is to be terminated as per the conditions stated in the policy.
- B. The IEP meeting shall include the LEA case manager, parent(s)/guardian(s), appropriate personnel from Lakeview School responsible for the provision of services and, if applicable, adult student. The LEA will be responsible for the written notification of the meeting to all involved parties.
- C. A recommendation for the new placement will be determined at the IEP meeting and a plan for the discharge of the student from Lakeview will be developed.
- D. The LEA will be responsible for the written changes to the IEP and for the notification to the parent(s)/guardian(s) of the termination of placement in Lakeview School.
- E. The LEA will provide a minimum of fifteen (15) days advance notice to Lakeview School of the student's discharge/termination as specified in the terms of the school contract for services.
- F. Upon the discharge/termination of a student from Lakeview School, all mandated school records and correspondence will be returned to the LEA within fifteen (15) days of the student's discharge/termination.

Policy: Professional Development

Purpose

It is the mission of Lakeview School to provide each student placed in the school program, a full educational opportunity commensurate with, and appropriate to his/her individual abilities and level of developmental functioning. To fulfill this mission program staff must have an appropriate skill set of competencies to fulfill the requirements of each child's IEP and address the diverse needs of the student population and ensure they have the opportunity to achieve and progress in the proficiencies established in the New Jersey Core Curriculum Content Standards. Professional development opportunities and participation in program in-service activities based on the latest available research are necessary to ensure that all program personnel have the knowledge, skills and opportunities to employ best practices in carrying out the responsibilities of their positions.

Definitions

Professional Development Committee: A committee comprised of program staff, program supervisory personnel and paraprofessional staff that shall work in conjunction with the school program administration with input from parents/guardians, LEAs and community members to:

- Assess professional development needs;
- Plan and implement professional development activities;
- Develop appropriate mentoring activities for novice teachers.

Professional Development Standards: Standards that govern the creation and review of professional development plans, and assist program staff in the selection of professional development activities.

Professional Development Plan: A plan listing personal professional development goals and objectives and designated training activities/coursework developed to assist the professional staff members to improve their knowledge, best practices in teaching and student learning.

Professional Standards for Teachers: The knowledge, skills and dispositions that all new teachers must acquire to perform the responsibilities of their profession.

Statutory Requirements

N.J.A.C. 6A:9-1.1 to 9-3.4

N.J.A.C. 6A:9-15.1 to 15.6

Policy Guidelines

As per **N.J.A.C. 6A:9-15.2**, each staff member of Lakeview School holding certification issued by the New Jersey Department of Education for their respective position shall annually complete a Professional Development Plan (PDP). The PDP must be completed by the beginning of each school year no later than September 30th. The PDP must detail the content of the professional development and shall align with the Professional Standards for Teachers.

The activities in the PDP shall align with the Professional Development Standards (appendix #2). Only professional development that conforms to the standards will be credited toward the total accrual of professional development hours.

Certified staff are required to complete no less than twenty (20) PDHs per school year. Completion of each actual hour of professional development shall satisfy one hour of the State requirements.

The content of the professional development shall emphasize student learning outcomes, but shall not be limited to the following:

- Attainment of knowledge and skills of the New Jersey Core Curriculum Content Standards and/or the staff member's job responsibilities within their respective position in the Lakeview School program.
- Enhance teacher/therapist ability to use appropriate positive behavioral supports and other interventions to increase learning opportunities and social development.
- Research based practices to improve student learning incorporating appropriate practices, materials and technology relevant to student needs.

PDHs may be earned through participation in the following professional activities:

- Credit College Courses
- Regular program in-service training opportunities
- Courses, conferences or other workshops sponsored by colleges, district boards of education, professional associations, training organizations or other providers approved by the County Professional Development Board.
- Active research, development of other activities related to curriculum writing focusing on the NJCCCS, teaching a course, service on professional development boards or service on accreditation boards/committees.
- Independent Study (must be included in PDP and discussed with appropriate supervisor and approved by the Principal of Lakeview prior to the initiation of the project).
- Professional Learning Communities
- Study Groups

Program training activities will provide opportunities for participation of parents/guardians, field placement students and when applicable, district personnel. Lakeview School will schedule a minimum of three (3) professional development days into the 180 day school calendar.

Professional development hours (PDHs) shall be portable between schools and districts. The Principal of Lakeview shall certify in writing the accrued professional development hours for any certified staff member separating from their position with Lakeview School.

The program supervisors and coordinators of Lakeview School will document and monitor the professional development of certified staff through the annual evaluation process. In the event that the individual staff member fails to make the necessary progress toward the annual requirement or fails to satisfy the requirement within the school year, a corrective action plan shall be developed. This plan will be reviewed

and approved by the Principal of Lakeview prior to implementation. It will be the responsibility of each staff member with a remedial plan to satisfy the requirements for PDHs within the designated time period as specified in the corrective action plan.

The Lakeview School supervisory personnel shall provide documentation of each certified staff member's fulfillment of the professional development requirements. Following the first five year cycle and thereafter, the Principal of Lakeview will report to the Department of Education all instances of noncompliance regarding the accrual of PDHs for individual staff members and a remedial plan to address them

Procedures:

- A. Annually, by June 30th, all certified program staff shall complete a Professional Development Plan (PDP) utilizing approved school program forms (#195). Professional development hours shall be accrued within the period between July 1st and June 30th of each program year.
- B. Each PDP must include the following:
 - A listing of all professional development goals and objectives
 - A focus on student learning outcomes
 - Suggested activities to accomplish these goals.
- C. Each department supervisor shall review, approve and sign the PIP of each staff member under their supervision. Department supervisors shall document the accrual of certified staff professional development hours within the content of each staff member's annual evaluation or performance appraisal.
- D. By February 1st, a mid-year review of each staff member's PDP must be completed.
- E. All certified staff completing a PDP will be required to earn a total of twenty (20) PDHs per year. Annually, at the end of the designated program year, staff shall record the total number of PDHs earned in the previous year on the approved school program form. Program supervisors shall verify and document the earned PDHs for each staff member they supervise.
- F. PDHs may be earned according to guidelines specified in the Professional Development Policy and in compliance with **N.J.A.C. 6A:9-15-2** as follows:

Activity	Professional Development Hours
3 Credit College Course	45 hours per course (hour per hour)
Courses, seminars and other activities for licensure/certification maintenance and must be approved by the County Professional Development Board	To be determined by the individual course (hour per hour)
Research, study, curriculum development focusing on NJCCCS requirements.	To be approved and verified by the program supervisor (hour per hour)

Independent professional studies; Professional Learning Groups/Communities, fellowships, teacher exchanges, textbook review, on-line workshops programs.

Rationale must be included in PDP, discussion with supervisory personnel regarding projected number of hours. Staff must maintain a log of hours to be monitored by the supervisor on a regular basis.

- G. Certificates and any other documentation received through the completion of professional development activities shall be maintained within the employee's personnel files. It is each staff member's responsibility to have their direct supervisor review, sign and date all professional development documents.
- H. Annually, each program supervisor will develop a remedial plan for any staff member under their supervision, who has not accrued the required PDHs as specified in this policy. The Principal of Lakeview shall review and approve all remedial plans prior to implementation.
- I. Staff separating from Lakeview for professional or personal reasons, should request a review of their PDHs for certification by the Principal of Lakeview prior to their leave from Lakeview School.
- J. At the conclusion of the school year, a final review of each staff member's PDP will be conducted by their assigned supervisor. The supervisor will sign off on the PDP for final approval. If the staff member fails to fulfill the requirements of the PDP the supervisor will be responsible for developing a corrective action plan which will then become the PDP for the staff member for the subsequent school year.
- K. A copy of the completed and signed PDP should be provided to the staff member's supervisor and HR department for inclusion in their personnel file. Each staff member should maintain their original copy of the PDP for portability purposes.

Revised 08/16 – Compliance Policy #8

Policy **Statewide Assessment**

Purpose

Students with disabilities are required to participate in the General Statewide Assessment for all enrolled students for their specified grade level. Students with severe multiple disabilities may not be receiving regular instruction in the grade level knowledge and skills measured by the general Statewide assessment. A small percentage of students with the most significant cognitive disabilities may not be able to complete any of the types of questions on the regular assessment even with modifications and accommodations. As a result of these challenges, students with multiple disabilities would best be served in participating in the Dynamic Learning Maps (DLM) testing process for language arts and mathematics.

Definitions

General Statewide Assessment: A statewide assessment given to all students of a particular grade level except for those students with disabilities whose IEP specifies that they are unable to participate in the testing and will instead, participate in alternate testing programs.

Dynamic Learning Maps: A network of sequenced learning targets that demonstrates the relationship between skills achieved through multiple learning pathways.

Statutory Requirements:

N.J.A.C. 6A:14-4.10

Policy Guidelines

As per the state codes, all enrolled students must participate in the general assessment requirements for specified grade levels. Students with severe disabilities, unable to understand or benefit from instruction in the basic skills and content areas for their chronological grade, will not be able to participate in the general statewide assessments for their assigned grade levels. These students will then be excused from the general assessments as stated in their IEP and will participate by taking Dynamic Learning Maps (DLM) for language arts and mathematics for grades 3 through 11.

Lakeview School's assigned testing coordinator will maintain an updated grade profile for each enrolled student. This profile will be distributed to classroom teachers with assigned educational responsibility for the enrolled students. The testing coordinator will be responsible for ensuring that each teacher is properly trained in the administration of the DLM. The testing coordinator will monitor the process as scheduled for all students and teachers administering the testing. The testing coordinator will also be responsible for maintaining an accurate listing of each student's school ID number, district and local school code. This information will be kept on file within each student's school chart. All correspondence with LEA's regarding the testing process will be managed by the testing coordinator.

Revised 07/17 – Compliance policy #8

Policy: Educational Opportunity

Purpose

Each student with a disability, ages 3 through 21, will have available to them a free, appropriate, public education (FAPE) as required by the Individuals with Disabilities Education Act (IDEA). Students requiring special education and related services will receive them based on their unique educational needs and not as a result of the nature of their disabling condition(s).

Definitions

Approved Private School for students with disabilities: An incorporated entity approved by the NJ DOE to provide special education and related services to students with disabilities placed by their district board of education.

District board of education: the school district of residence or the board of trustees of a charter school or the State agency or other public education agency which acts as the district of residence of the student. The district board of education is responsible for the identification, evaluation, determination of eligibility, development of an IEP and provision of FAPE to students with disabilities.

Statutory Requirements

N.J.A.C. 6A:14-1.1

Policy Guidelines

Each student placed in Lakeview School by a District Board of Education will receive special education and related services as determined by their IEP in accordance with FAPE. District boards of education will enter into contract with Lakeview School for the provision of these services for a full academic year and extended school year, if appropriate. Lakeview School will provide services to students ages 3 through 21. Parents/guardians with children placed in the Lakeview School program will not incur any additional expenses or costs as a result of their child's placement into the program. The rights and privacy of all students and their parents/guardians will be protected as per state code.

All professional staff responsible for the implementation of the IEP will be appropriately certified and qualified. Lakeview School is an approved private school for students with disabilities and adheres to all state compliance requirements in its policies and practices. Lakeview School will work jointly with sending district boards of education in the provision of services to all disabled students enrolled in the school program.

08/11 – Compliance policy #10

Policy: **Supplementary Aids and Services**

Purpose

Students with disabilities may require additional aides and supports to the maximum extent possible to enable them to participate fully in their educational placement. The IEP team will make the determination as to the nature of the supplementary aids/supports to be provided as well as their frequency, duration and location.

Definitions

Supplementary Supports may include but will not be limited to the following:

- Prompting, cueing and redirecting student participation
- Reinforcement of personal, social, behavioral, and academic learning goals
- Organizing and managing teaching/therapy materials and activities
- Implementation of teacher/therapist designed follow up and practice activities

Statutory Requirements

N.J.A.C.6A:14.5

Policy Guidelines

The decision to include supplementary aides and supports will be determined by the IEP team with assigned educational responsibility for the student. The IEP team will also determine the frequency, duration and location of the supports to be provided and will specify this in the student's IEP. Lakeview School will ensure that all program personnel providing direct services to the student will have available to them the necessary information, training and materials to provide each student with support as specified in their IEP. Program time will be established for staff consultation and training in the implementation of supplementary aids and supports into the student's program for all program personnel (teachers, therapists, paraprofessionals, nurses). Consultation time may take place in the form of a classroom meeting, department meeting or student staffing. The coordinator of the assigned meeting will document the consultation and training notes.

Therapy or related services consultation may be provided for a student or a group of students as specified in each student's IEP. The consultation will include the following:

- Development and demonstration of techniques and strategies to be used with the student
- Data collection on the effectiveness of the techniques and strategies. Data collection may be log notes, staffing notes, data collection sheets.
- Development of behavior plans or positive behavioral supports. Behavior plans will be included in each student's IEP as appropriate and provided to each staff member providing services to the student. Consultation and staffing time will be scheduled as needed to address the needs of all program staff to implement the plans, behavioral techniques and data collection as specified.

07/11-Compliance policy #11

Policy: **School Calendar, Schedules and Length of School Day**

Purpose

All students with disabilities are entitled to attend school and receive services in accordance with the same hours as that established for non-disabled students. Students with disabilities placed in private school programs for the disabled must reflect this within their program practices for length of day and

number of school days keeping it consistent with the calendar and schedule of the general education population.

Statutory Requirements

N.J.A.C. 6A:14-1

N.J.A.C. 6A:14-7.6

Policy Guidelines

Lakeview School shall operate a six (6) hour school day with one hour designated for lunch time for all enrolled students with exception for those students whose medical conditions require a shortened day or partial school day. When this is necessary, a physician's note will justify the need for a modified school day and it will be written into the student's IEP. Any modifications, other than medical, to the length of the school day will be implemented on an individual basis as needed and reflected in the student's IEP.

Lakeview School will maintain a 180 day school calendar for the regular school year (September to June) and operate an extended school year program that will run 30 days between July 1 and August 31 of the current school year.

Lakeview School will maintain compliance with the number of days of school and length of school day as that for non-disabled peers. Copies of the sending school district calendars will be maintained on file for each grade level from the school district in which Lakeview School is currently located (Edison Twp). The Lakeview School calendar will be consistent with the local district calendar as it applies to number of school days offered including shortened/partial days. Sample student schedules from the same district will also be maintained for consistency in scheduling.

Partial or shortened school days may be scheduled into the school calendar to accommodate parent conference days and or special session days. The number of shortened or partial days will be a minimum of 4 hours and will not exceed the number of shortened/partial days of the local school district in which Lakeview School is located (Edison Township).

When it is necessary to have an early dismissal or delayed opening due to inclement weather, Lakeview School will ensure that a minimum of 4 hours of program is in session in order for it to be considered a shortened or partial day. Early dismissal days will be scheduled as 9:00 to 1:00 and delayed opening days will be scheduled as 10:30 to 3:00.

In the event that Lakeview School experiences a school year in which there are no students from the local school district placed in the Lakeview School program, Lakeview School will obtain copies of and coordinate its school calendar and school schedules with the nearest board of education placing students in the Lakeview School program.

Annually, Lakeview School will schedule 3 to 4 inclement weather days into the school calendar. If the need to close school exceeds the number of days allotted in the calendar, Lakeview will add additional days to the end of the school year or may take days away from scheduled holiday time (spring break, holidays) or staff in-service days to ensure a 180 day school calendar is in effect.

In the event that inclement weather days are not needed at any time during the school year, the additional days will be deducted from the end of the school calendar and/or spring break schedule.

Procedures

- A. The Principal of Lakeview will be responsible for the development of the annual school calendar and will ensure that it is consistent with the school calendar of the local sending school district.
- B. The Principal of Lakeview or a designee will be responsible for securing sample school schedules for each of the different grade level groups, Elementary, Middle and High School.
- C. Once the annual school calendar is completed, it will be sent to NJID's Board of Directors for final review and approval.
- D. The Principal of Lakeview will ensure that the annual school calendar will not have more shortened school days than that of the sending school district. Additionally, if the sending school district does not have shortened school days, Lakeview will also not schedule them in the school calendar.
- E. All copies of sending school district calendars and sample school schedules will be maintained on file in the school office and will be available for staff use in the development of classroom and special subject schedules.

08/11 – Compliance Policy #12

Policy: **Observation of Programs**

Purpose

The State of New Jersey Department of Education requires that educational programs shall be open to observation at all times to the representatives of the sending district board of education and of the Department of Education. The Lakeview School sets forth the following program policies and procedures.

Definitions

Sending District: Local Educational Agency or the sending school district responsible for each student's individual educational program.

Statutory Requirements

N.J.A.C. 6A: 14-7.6(g)

Policy Guidelines

In accordance with **N.J.A.C. 6:14**, Lakeview School ensures that visitors from sending school districts and Department of Education will be permitted to observe at all times.

Lakeview School will assure that representatives from sending districts or the Department of Education will be permitted to observe programs

- Visitors are asked to sign in at the Security Desk
- Visitors are asked to identify themselves with appropriate identification from the district or department of education that they are representing.
- Visitors are asked to identify the student to be observed

Once representatives are identified and location of the observation is determined, the Educational Supervisor of that classroom, or another Lakeview employee, as selected by the school Principal, will escort the visitor to the location, and will remain with the visitor for the duration of the observation. At the end of the observation the visitor(s) will be escorted to the Security Desk to sign out

As per **N.J.A.C. 32-7.4**, it shall be the responsibility of the Principal of Lakeview School or a designee to ensure that the procedures program observation are reviewed with program staff annually. Program personnel are required to sign an adherence to Lakeview Policy. Program personnel are expected to maintain compliance with all aspects of these policies and procedures.

Revised 8/18

Lakeview School Program Policy Manual

Section Two

Health and Wellness Policies

Policy: Administration of Medication in School

Purpose

Many students have chronic health conditions and disabilities that may require regular daily administration of medication for management of health problems, or to maintain a stable health status. Whenever possible, parents/guardians should administer medication to their children at home; however, there are instances when medication must be given on a prescribed daily schedule that would necessitate the administration of medication within the school setting. This policy is set forth to ensure that the practices and procedures for administration of all medications to students within the Lakeview School are in compliance with the Department of Education and Health Administrative Codes.

Definitions

Medication: A drug approved by the Federal Food and Drug Administration for preventing, caring for and assisting in the cure of disease and injury that has a written order from a physician licensed in medicine, dentistry or osteopathy or an advanced practice nurse. Medication does not include herbal remedies.

Advanced Practice Nurse: A person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.

Registered Professional Nurse: A person with a current license for this level of practice from the State Board of Nursing.

School grounds: Includes land, structures, buildings and vehicles when used in the provision of academic or extra-curricular activities sponsored by the school.

School sponsored functions: Any activity, event or program occurring on or off school grounds, either during or after school hours that is organized or supported by the school.

Statutory Requirements

- **N.J.A.C. 6A:16-2.1 (a) (2)**
- **N.J.S.A. 45:11-23**
- **N.J.S.A. 18A:40-12.3-12.4, P.L. 1993, c.308**
- **N.J.A.C. 6A:16-2.3**

Policy Guidelines

The school nursing staff has the primary responsibility for the administration of all medications within the Lakeview School setting. Medications may also be administered by the school physician, substitute nurse (RN) employed by Lakeview, a student's parent or guardian or when authorized, a student who is approved to self-administer in certain life-threatening conditions pursuant to **N.J.S.A. 18A:40-12.3 and 12.4**.

Medications may only be administered on school grounds or school functions on the written and signed orders of the student's physician. The individual prescription for the medication shall include the student's

name, date of birth, specific dosage information, route of administration, the time the medication is to be given and the purpose of the medication.

Parents/guardians must provide signed written permission for the medication to be administered in the school setting, as prescribed by their child's physician. This signed permission shall release the Nursing Personnel from all liability in the administration of medication.

Medications shall be maintained at all times in the nursing offices in a locked and secure location. All medications shall be maintained in the original labeled prescription bottle. The label on the bottle must match the written physician's prescription and must contain the student's name, date of birth, dosage information, and the time the medication to be given.

Herbal remedies are not considered medications and should not be administered in school.

The nursing staff will have the responsibility to maintain an updated list of student's receiving medication, the specific dosages and schedules when medications must be administered. The nursing staff will maintain records/documentation of each dosage of medication administered to each student in the school setting.

The nursing staff will inform the program staff of the procedures for administration of medication and the specific children in their classes/caseloads who are receiving medication.

Procedures: Administration of Medication in School

- A. Medication shall be administered only on the written order of a student's physician and the written request from the parent/guardian. Parents/guardians must complete the **Authorization to Administer Medication** form and attach the required physician's prescription for the medication, or have the physician complete the required section on this form.
- B. The prescription for medication must include the name of medication, dosage of the medication, reason for the administration of the medication, the route of administration and time(s) for medication to be given.
- C. Only the school nursing staff, school physician, substitute nurse, parent/guardian or adult student (if appropriate and capable of self-administration of medication as indicated in the physician's orders) may administer medication within the school setting.
- D. The parent/guardian's signed written request shall give the school permission to administer medication as prescribed by the physician.
- E. Medication will be sent to the nursing department in a labeled prescription bottle. Medications will be kept in a locked and secure location in the nursing office.
- F. A list of all students receiving medication, the prescribed dosage and time of administration will be kept in the nursing office and updated as necessary.

- G. Each dosage of medication administered in the school setting will be documented and initialed by the nurse administering the dosage.
- H. Annually, the nursing staff will coordinate the process for updating permission slips and prescriptions for the administration of medication at the start of the new school year.
- I. The nursing staff will in-service all program staff in the policies and procedures for the administration of medication. Classroom teachers/therapists will be apprised of the student's in their classrooms or caseload who are receiving medication in school.

Revised 08/16 – Health/Wellness Policy #1

MEDICAL MARIJUANA POLICY

A. PURPOSE AND APPLICATION:

1. The Board provides this Policy for parents, guardians, and primary caregivers authorized to administer medical marijuana to a Qualified Student pursuant to Assembly bill No. 4587 and N.J.S.A. 24:61-1, et al.
2. This Policy is intended to provide procedures to facilitate the administration of medical marijuana in a non-smokable form by authorized persons to Qualified Students within the Lakeview School.
3. All participants in the procedures outlined herein shall respect the confidentiality that the Lakeview School accords to medical information about individual students.

B. DEFINITIONS:

1. The Board of Directors hereby recites and incorporates the definition set forth in N.J.S.A. 24:61-3 as if fully set forth herein.
2. "Qualified Student" or "Student" means a student enrolled at the Lakeview School who is a "qualifying patient" as defined more fully in N.J.S.A. 24:61-3.

C. REQUIREMENTS:

1. The qualified Student must be authorized to engage in the medical use of marijuana pursuant to N.J.S.A. 24:61-1, et al.
2. The parent, guardian or primary caregiver must be authorized to assist the student with the medical use of marijuana pursuant to N.J.S.A. 24:61-1, et al.
3. The medical marijuana must be administered pursuant to the Protocols established by the Board of Directors in the within Policy.
4. The administration of medical marijuana by smoking or other form of inhalation is prohibited.

D. PROTOCOLS:

1. REGISTRATION:
 - a. A parent, guardian or primary caregiver must complete the Lakeview School's Medical Marijuana Application (the "Application") to be permitted to administer medical marijuana to a Qualified Student at the Lakeview School.
 - b. The Application requires the parent, guardian or primary caregiver to establish the registration status and ongoing authorization concerning the medical use of marijuana by the Qualified Student and the parent, guardian or primary caregiver pursuant to N.J.S.A. 24:61-1, et al.
 - c. The parent, guardian, or primary caregiver is responsible for providing the Lakeview School with updated information and documentation concerning the medical use of marijuana for the Qualified Student and the parent, guardian or primary caregiver.
 - d. The parent, guardian, or primary caregiver shall provide information and documentation pertaining to the Qualified Student's physician certification on an ongoing and updated basis. Any and all changes with respect to the physician's certification shall be reported immediately to the Lakeview School.

- e. The administration of medical marijuana to a Qualified Student shall not be permitted until the Application is approved.

2. AUTHORIZATION:

- a. Upon the approval of the Application, the parent, guardian or primary caregiver shall be permitted to administer medical marijuana to the Qualified Student while on the Lakeview School grounds in accordance with the Protocols set forth herein.
- b. Medical marijuana can be in oil or edible form but cannot be smoked.

3. PROCEDURE:

- a. Location/Designated Area to be provided on a case by case basis.
- b. The medical marijuana shall not be stored on school grounds and shall be transported by the parent, guardian, or primary caregiver to an area to be designated by Lakeview School (Designated Area) for administration.
- c. The parent, guardian, or primary caregiver shall be escorted to the Designated Area by a non-medical employee of the Lakeview School.
- d. The student shall be brought to the Designated Area and the parent, guardian, or primary caregiver shall administer the medical marijuana to the student in accordance with N.J.S.A. 24:61-1, et al. and in the presence of a Lakeview School Employee.
- e. The Lakeview School Employee shall escort the parent, guardian, or primary caregiver from the Designated Area.
- f. The parent, guardian, or primary caregiver shall ensure that no medical marijuana remains on the school premises.
- g. The school nurse shall not have any involvement with the administration of medical marijuana to any qualified Student at any time.
- h. The parent, guardian, or primary caregiver shall sign in and sign out for each administration of the medical marijuana, certifying as to the name of the Qualified Student as well as the date, time and dosage of the medical marijuana administration. The Lakeview School Employee shall also sign affirming the accuracy of same.

E. **RECORDS:**

- 1. The records related to the administration of medical marijuana shall be maintained in file separate from the qualifying student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.

This Policy may be amended by the Board of Directors upon its discretion and without notice. Further, this Policy shall be deemed amended to conform with any amendments to the Compassionate Use Medical Marijuana Act N.J.S.A. 24:61-3, et al. and/or Assembly Bill No. 4587 and/or any regulations adopted pursuant to these laws.

APPLICATION FOR MEDICAL MARIJUANA ADMINISTRATION

INSTRUCTIONS: Complete all necessary information. You may be asked to provide additional information. Be sure to sign and date the application. Please print. Please attach all relevant and requested documentation directly hereto.

PERSONAL INFORMATION:

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Please indicate whether you qualify as one of the following pursuant to N.J.S.A. 24:61-3, et al. and Assembly Bill No. 4587:

☐ Parent

☐ Guardian

☐ Primary Caregiver

License No: _____

(Please attach registry identification card)

STUDENT INFORMATION:

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Is the student a resident of New Jersey who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship to receive the administration of medical marijuana in accordance with the Compassionate Use Medical Marijuana Act, N.J.S.A. 24:61-3, et al. and Assembly Bill No. 4587. ☐ Yes ☐ No

License No: _____

(Please attach registry identification card)

ADDITIONAL INFORMATION:

Identify the physician with ongoing responsibility for the assessment, care and treatment of patient's medical condition pertaining to the administration of medical marijuana:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____

Dosage and Frequency: _____

Proposed times of administration:

MEDICAL MARIJUANA POLICY:

This Application is submitted pursuant to the Lakeview School Medical Marijuana Policy pertaining to parents, guardians, and primary caregivers authorized to administer medical marijuana to a Qualified Student pursuant to Assembly Bill No. 4587 and the Compassionate Use Medical Marijuana Act, N.J.S.A. 24:61-1, et al.

DISCLAIMER AND SIGNATURE:

I certify that all of the information and documentation submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if the administration of medical marijuana is authorized, the authorization may be terminated for any failure to comply with the Lakeview School Medical Marijuana Policy.

I understand that no Lakeview School representative has any authority to allow the administration of medical marijuana on school grounds and that the Lakeview School permits the administration of medical marijuana on school grounds solely and pursuant to the N.J.S.A. 24:61-3, et al. and Assembly Bill No. 4587 and in accordance with the Lakeview School Medical Marijuana Policy.

I agree to indemnify and hold harmless the Lakeview School against, without limitation, any and all rights, claims, warranties, demands, debts, obligations, liabilities, costs, expenses (including attorneys' fees), causes of action, and judgments based on, arising out of, or connected with the administration of medical marijuana at the Lakeview School.

Applicant Signature: _____ Date: _____

SIGN IN

DATE	NAME OF PROVIDER	WITNESS	TIME ADMINISTERED

NOTICE

Please be advised that records related to the administration of medical marijuana are maintained separately from the qualifying student's cumulative file.

Policy: Emergency Medical Care

Purpose

All schools must provide prompt and appropriate emergency medical attention for students, staff, or program visitors on school grounds or school sponsored events. Policies and procedures for the provision of services must be developed with the joint collaboration of the school principal, school physician, school nurse and emergency management agencies. The Lakeview School sets forth the following policies and practices to ensure the health, safety and well-being of all students enrolled in the school program and all staff, interns, district personnel and visitors employed or appointed within the school program.

Definitions

Standing Orders: Specific instructions written by the school physician describing the treatment and care of common injuries/illnesses. Such orders will provide protocols for the provision of emergency medical assistance.

Accident Report: An approved program tool utilized to record accidents of students, staff, student interns and program visitors.

Emergency Information: Documented current health information, family and physician contacts readily accessed to assist the nursing staff in the care of students. Emergency information shall contain a listing of diagnosed conditions, medications, allergies and at least two (2) emergency contacts.

Health Care Plan: A list of collective health/medical problems or diagnoses necessary for the care of students within the school setting. For each identified problem/diagnosis, there are specific goals; the school nurses develop interventions and criteria for care.

Emergency Health Care Plan: A plan developed by the school nurse for a pupil who has the potential for a medical emergency during the course of the school day. The plan is developed to assist the school nurses and health care personnel in the appropriate intervention during a health crisis.

Statutory Requirements

N.J.A.C. 6A: 16-2.1(a) (4)

Policy Guidelines

The School Medical Director or Physician will develop Standing Orders for First Aid. Standing Orders will be updated and signed annually by the school physician, and will delineate actions to be taken by the nursing staff in an emergency.

The nursing staff is responsible for assessing all injuries/illnesses and shall provide prompt and appropriate medical attention for students who are injured or become ill on school premises or at school sponsored events.

Procedures for the provision of medical services will be developed collaboratively by the Principal of Lakeview, School Physician, Coordinator of Health Services and nursing staff. These procedures must provide the following services:

- Management of illness and injuries at school or school sponsored events.
- Procedures for notification of parents/guardians of an injured/ill student, or the emergency contact
- Transportation of a student to a medical facility for medical care or emergency services.

The nursing staff shall document all injuries/illnesses of students that occur on school premises and school-sponsored events. The nursing staff shall review and sign off on all student accident reports.

The nursing staff will be responsible for the development of all student health care plans. Health care plans will be updated as necessary or annually at a minimum.

Emergency contact information for students/staff will be updated annually and provided to 9-1-1 responders should treatment and transportation of student/staff to a medical facility be necessary.

Procedures: Emergency Medical Care

The Lakeview School shall provide for emergency medical care for accidents, injuries, and/or illnesses for all enrolled students. The following procedures have been established to safely deal with these issues:

- A. The school and nursing offices shall maintain current emergency information for each student. A copy of emergency information will also be maintained in each classroom for the students enrolled in that class. Supervisory personnel will maintain a printed database of student information that will contain emergency contact information.
- B. All student injuries or illnesses shall be assessed by the nursing staff. The nursing staff will then render first-aid or seek further medical intervention if necessary by:
 1. Contacting the First-Aid Squad for cases warranting immediate medical attention. The procedures for transportation of ill/injured pupils to medical facilities.
 2. Contacting the family physician of the injured student.
- C. The Principal of Lakeview and/or and the supervisor of the assigned classroom will be notified of all injuries or illnesses of students. Therapy coordinators will be apprised of any injuries or illnesses of students that occur in their department.
- D. Parents/guardians or emergency contacts will be notified of all injuries/illnesses and the treatment provided.
- E. Accident reports will be completed for all injuries. Nursing report forms will record the care administered to the injured/ill students. Accident reports will be documented and signed by the

nursing staff, forwarded to the appropriate classroom supervisor or therapy coordinator for review and signature and then sent to the Principal of Lakeview for final review and authorization. All student accident reports not requiring future follow up will be filed in the student's main chart

- F. Emergency ambulance, police, fire and poison control center numbers will be posted in the nurse's office, all classrooms and therapy rooms. Classroom staff are also responsible for posting all student allergies and sensitivities within a designated location that ensures student privacy. This location should be labeled for easy access yet maintain student confidentiality.
- G. In the event that the parent/guardian, family physician or emergency contacts cannot be reached, or if the injury/illness is life threatening, the injured/ill student/staff will be brought to the nearest hospital or hospital designated by the student's emergency plan to receive appropriate medical treatment and care. (See Procedures for Transportation of Ill/Injured Pupils to Medical Facilities.)
- H. The nursing staff will inform and train all staff members of actions and procedures to follow in the event of medical emergencies.

Procedures: Transportation of Injured/Ill Students to Medical Facilities

If a student at Lakeview should become seriously ill or sustain a serious injury that cannot be adequately managed by the nursing/medical staff, the injured student will be transported to an appropriate medical facility for emergency treatment. When the determination has been made by the nursing staff that an injury/illness is so severe that it should warrant immediate medical attention at a hospital, the following procedures will be implemented:

- A. The nursing staff, or a designee, will summon an ambulance from the First-Aid Squad to transport the injured/ill individual to the Hospital.
- B. The Principal of Lakeview will be notified of/the injured/ill individual and that the First-Aid Squad has been called. In the Principal's absence, the appropriate supervisor with assigned responsibility for the supervision of the student will be notified.
- C. The nursing staff or supervisor will then immediately contact the parent/guardian or emergency contact person (when parent/guardian or family member cannot be reached) or physician and advise them of the following:
- D. The injured/ill student will be accompanied to the hospital by a responsible person to be determined by the school supervisory staff who will remain with the injured/ill individual until the parent/guardian, family member, emergency contact or other responsible individual reaches the hospital/medical facility.
- E. The individual accompanying the injured/ill individual will take their Emergency Health Information Form or any other identifying health information if available with him/her to the hospital/medical facility.

1. Nature of the injury/illness
2. Need for emergency medical attention
3. Location of the medical facility to which the injured/ill individual has been taken.

F. The nursing staff will in-service the program staff annually in the use of emergency procedures.

Revised 08/16 – Health/Wellness Policy #2

Policy: Immunizations

Purpose

Specific diseases posing a significant health risk to the general population have been either been eradicated or greatly controlled due to immunizations. These diseases are highly communicable and pose a public health risk. Schools are a place whereby children and adults come in daily contact with each other from a widespread area. All students attending school and the staff assigned to work with them must be provided with a safe environment in compliance with the state sanitary code.

Statutory Requirements

N.J.A.C. 8:57-4.1-24

N.J.A.C. 6A:16-2.2

Policy Guidelines

As per the state sanitary code, all students entering school must be immunized to prevent the spread of infectious and communicable diseases. The required state immunizations are as follows:

- Diphtheria
- Tetanus toxoids
- Pertussis
- Poliovirus
- Measles
- Rubella
- Mumps
- Haemophilus Influenza type B (HIB)
- Hepatitis B virus
- Varicella virus
- Meningococcal

Prior to entering Lakeview School, all children will be screened by the nursing department for proof of the immunizations in the above required illnesses and the required dosages as specified for their chronological age.

The above requirements may be waived if it is determined that it would be detrimental to the child and medically contraindicated. In such cases, it will be necessary for the student's treating physician licensed to practice medicine or osteopathy, to provide a written statement that an immunization is medically contraindicated for a specific period of time, and the reasons for the contraindications. This information will be maintained in the student's health chart and reviewed annually. When the student's medical condition permits immunization, this exemption shall terminate and the student will be required to obtain the immunizations from which they were exempted.

A student may be exempted from mandatory immunization if the parent or guardian objects thereto in a signed written statement submitted to the school explaining how the administration of immunizing agent(s) conflicts with the student's exercise of bona fide religious tenets or practices. This statement will be maintained in the student's health chart as a part of the immunization record. Students with religious exemptions from immunizing agent(s) may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Department of Health.

A student may also be admitted to school on a provisional basis if the treating physician, advanced practice nurse or health department can document that at least one dose of each required age-appropriate vaccine has been administered and that the student is in the process of complying with the requirements for the remaining immunizations. Provisional status shall only be granted one time to children entering or transferring into school. Information on this status shall be sent by the previous school for students transferring from one school to another. The Lakeview School nursing department will ensure that the required vaccines are being received on schedule. If at the end of the provisional period the student has not completed the required immunizations, the Principal of Lakeview shall exclude the student until which time the immunizations have been completed as required and documentation has been presented. Students in provisional status may also be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Department of Health.

Documentation of immunization will be required as evidence for all enrolled students. Documentation may be the any or all of the following:

- An official school record from another school
- A record from an public health department
- A certificate signed by a licensed physician or advanced practice nurse.
- The official record of immunization from the New Jersey Immunization Information System.

The Lakeview School nursing department will maintain an official State of New Jersey School Immunization Record for every student. This record shall include the date of each immunization and shall be separate from the student's other medical records for auditing purposes.

Students who do not have proof of completing the immunization requirements or valid documentation of exemptions will not be allowed to attend school. Students will only be readmitted when the above requirements are satisfied. The Lakeview School nursing department will be responsible for reporting cases of delinquent immunization requirements to the Principal of Lakeview who will then enact the exclusion.

The Lakeview School nursing department will be responsible for annually submitting a report of the immunization status of the students to the State Department of Health. This report shall be completed by December 1st of each academic school year.

Procedures: Immunizations

- A. During the intake process and prior to a student's admission into Lakeview School, the Coordinator of Health Services or a designated nurse will coordinate the health records for the new student. The immunization records will be reviewed prior to the student's start date. No student will be admitted into the school program until this information is received and reviewed for compliance.

- B. The Lakeview School nursing department will maintain all student immunizations on file within the nursing offices and will monitor them regularly throughout the school year for compliance.
- C. The nursing department will advise parents/guardians if students are in need for updated immunizations and will send written notification regarding the type of immunization to be updated, the period within which it must be completed and the request for documentation by the treating physician once the immunization is completed.
- D. The nursing department will monitor those students on provisional status who are in the process of obtaining the necessary immunizations. Regular contact and written notification will be sent out to ensure that the parents/guardians are in compliance with the requirements of the provisional status.
- E. The nursing department will keep the Principal of Lakeview apprised of any missing or delinquent immunizations. The principal of Lakeview will exclude those students whose immunization records are not in compliance with the requirements set forth by the state code.
- F. The nursing department will monitor all those students whose families are exempted from immunizations for bona fide religious reasons. A signed written statement provided by the parent/guardian will be kept on file as the student's immunization record.
- G. The nursing department will maintain an official State of New Jersey School Immunization Record for every student in a separate file. This file will be made available to the local department of health annually for review and inspection.
- H. A designee within the nursing department will complete the annual State Department of Health Immunization report prior to December 1st of each academic school year. The Coordinator of Health Services will review the report for accuracy prior to its submission to the State of New Jersey.

Revised 08/16 – Health/Wellness Policy #3

Policy: Emergency Administration of Epinephrine

Purpose

Some students attending schools in New Jersey suffer from a severe, life threatening allergic reaction called anaphylaxis. Pupils with a history of anaphylaxis, as documented by a physician or advanced practice nurse, may require the emergency administration of epinephrine for anaphylaxis at school or at a school related function, and may not have the capability for self-administration of the medication. This policy is to assure the safe and appropriate emergency response for students who are not capable for self-administration of their prescribed medication.

Definitions

Allergic Response: A specific immunological reaction (sensitivity) that causes the production of specific antibodies against a foreign substance (allergen) that is normally tolerated without difficulty.

Anaphylaxis: A rapid, severe allergic response that occurs when a person is exposed to an allergen, an allergy causing substance, to which he or she has been previously sensitized. It is brought on when the allergen enters the bloodstream, causing the release of chemicals through the body that try to protect it from foreign substance. Common triggers for anaphylaxis may be caused by, but not limited to:

- Insect bites/stings (bees, wasps, hornets, yellow jackets, fire ants, etc.)
- Foods (peanuts, nuts, nut products, milk, eggs, shellfish, food additives, etc.)
- Medications) antibiotics, seizure medications, muscle relaxants/tone reducing medications, anti-inflammatory agents, aspirin, etc.
- Environmental factors

Signs and symptoms of anaphylaxis include hives or rash, swelling of the face or extremities, tingling of lips and mouth flushing of face or body, coughing, wheezing, shortness of breath, nausea, vomiting, abdominal cramps, diarrhea, increased heart rate, sudden changes in blood pressure and fainting.

Health Care Plan: A list of collective health/medical problems or diagnoses necessary for the care of students within the school setting. For each identified problem/diagnosis, there are specific goals; the school nurses develop interventions and criteria for care.

Emergency Health Care Plan: A plan developed by the school nurse for a pupil who has the potential for a medical emergency during the course of the school day. The plan is developed to assist the school nurses and health care personnel in the appropriate intervention during a health crisis.

Epi-pen: A disposable drug delivery system consisting of a single dose, pre-filled auto-injector with a spring activated, concealed needle. It is designed for emergency administration of epinephrine to provide rapid, convenient first aid for individuals sensitive to potentially fatal allergic reactions.

Statutory Requirements

N.J.S.A. 18A: 40-12.5-12.6

N.J.A.C. 6A:16-2.1(a) (4)

N.J.A.C. 8:57-4.1-4.20

Policy Guidelines

The Coordinator of Health Services and nurses have the primary responsibility for the administration of all medication within the school setting, including the use of the epi-pen. It is the responsibility of the nursing department to validate all written orders provided by prescribing physicians or nurse practitioners, which state that the student requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication. The following conditions for the emergency administration of epinephrine shall include:

- The parents/guardians of the student provide Lakeview School with written authorization for the administration of medication using an epi-pen.
- The parents/guardians of the student provide the Lakeview School written orders from their physician or nurse practitioner that the student requires the administration of epinephrine for anaphylaxis, and that the student does not have the capability for self-administration.
- The parents/guardians authorization is effective only for the school year for which it is granted, and may be renewed subsequently upon completion of the requirements as specified, or annually at the start of each school year.

The nursing department develops Individual Health Care Plans and Emergency Health Care Plans for students. The school nurses are responsible for the nature and quality of all nursing care including the assessment of the nursing needs; the plan of nursing care; and the implementation, monitoring and evaluation of the plan.

The nursing department serves as the liaison among the family, the health care providers and the school district to assure that the health care needs of the student are addressed while in attendance at school or school related functions.

It is the duty of the nursing department coordinates health care plans for all students in collaboration with the students' family, physicians, and other appropriate health care providers. Students with known severe allergic reactions, shall also have an Emergency Health Plan listing the specific "triggers" that can cause a severe allergic reaction as well as the protocol of action to be followed in an emergency including the collaboration of school administration, school medical director, community emergency personnel and family.

The nursing department shall educate staff about severe allergic reactions and anaphylaxis; its causes, symptoms, signs and treatment. They shall identify to staff, a list of students enrolled in the program who have known allergies and possible severe allergic reactions. They shall also provide specific information about the special medical needs of each student.

The nursing department shall maintain thorough and appropriate documentation of health/medical needs for each student and regularly review and update health care plans based upon each student's medical condition. They will annually conduct review and training regarding student medical condition or whenever an emergency has occurred or there has been a change in a student's status. Written documentation shall be maintained regarding review processes.

The nursing department will maintain in a secure but unlocked and easily accessible location, a supply of epinephrine auto-injectors that are prescribed under a standing protocol by the school physician. The epinephrine is to be accessible to the nursing department for administration to a student showing signs and symptoms of anaphylaxis or an anaphylactic reaction. The nursing department will be permitted to

administer epinephrine via pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurses in good faith believe the student is having an anaphylactic reaction, or to any student whose parent/guardian **has not**:

- Provided written authorization for the administration of epinephrine;
- Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis;
- Received written notice from the Lakeview School that the school and its employees have no liability as a result of an injury arising from the administration of epinephrine;
- Signed a statement releasing the school of liability.

Procedures: Emergency Administration of Epinephrine

The school nursing staff has the primary responsibility for the administration of all medication, including the use of an epi-pen. The school nursing staff has the responsibility and shared authority with the school administration to ensure that all students are immediately transported to a hospital emergency room after the administration of epinephrine.

- Annually, the school nursing staff shall obtain pertinent information about the students and generate an assessment of each student's health status.
- The nursing staff shall develop and coordinate a health care plan for each student in collaboration with the family, student's physician, and when appropriate the student taking into consideration regulations covered by **Section 504 of the Rehabilitation Act, 1973 and P.L. 1994c.142**.
- Ensure that a student specific Emergency Health Plan, including the student's specific "trigger" is identified and developed. The Emergency Plan must be developed in collaboration with the school administration, the school medical director, community emergency personnel and the family.
- Educate the school staff about severe allergic reactions and anaphylaxis, its causes, signs, symptoms and treatment.
- Ensure that other personnel and students (where appropriate) in the educational setting have specific information about the special medical needs of the student.
- Maintain thorough and appropriate documentation, and regularly review and update health care plans based upon the student's condition.
- Annually train staff in the emergency procedures regarding severe allergic reaction and anaphylaxis and review training protocols whenever there is a change in the student's status or after an emergency has occurred. The school nursing staff shall document training and review processes.
- A school nurse shall be present on all class trips or school-sponsored activities outside of the school setting, whenever a student's Health Care Plan or Emergency Health Care plan specifies the use of an epi-pen for severe allergic reaction or anaphylaxis.
- An emergency dose of epinephrine via auto-injector will be available on school grounds or on all class trips in the event a student not known to have a history of anaphylaxis, suddenly shows signs and

symptoms of anaphylaxis or anaphylactic reaction. The school nurses will administer epinephrine as per the standing orders for first aid prescribed by the school physician and in accordance with state mandates.

Emergency Treatment Procedures for Anaphylaxis

The following protocols are to be used as guidelines to complement specific written physician's orders:

- A. Check the medication to make sure it is what is prescribed for the student; ensure that the information on the medication label clearly states the student's name and use.
- B. Check the expiration date of the medication and if visible the color. If the medication is yellow expired, do not use, call 9-1-1 immediately.
- C. Carefully remove the safety cap from the single dose, auto-injector.
- D. Place the auto-injector against the lateral portion of the student's thigh, midway between the waist and the knee.
- E. Push the auto-injector firmly against the thigh until the injector activates.
- F. Hold the injector in place for at least 10 seconds or until the medication is completely injected. Massage the site for 10 seconds.
- G. Call 9-1-1.
- H. Continue to monitor the ABC's. If respiratory or cardiac arrest occurs, begin rescue breathing or CPR.
- I. Record the time, dose, vital signs and any changes in the pupil's; condition on the appropriate form after assisting with the epinephrine.
- J. Discard the injector in the appropriate manner, following school and agency procedures for discarding sharps.

Revised 08/16– Health/Wellness Policy #4

Policy: Asthma Emergency Action Plan

Purpose

Some students attending schools in New Jersey suffer from severe, life threatening asthmatic conditions. Pupils with a history of asthma or reactive airway disease (RAD), as documented by a physician or advanced practice nurse, may require the emergency administration of emergency medication at school or at a school related function, and may not have the capability for self-administration of the medication. This policy is to assure the safe and appropriate emergency response for students who are not capable for self-administration of their prescribed medication.

Definitions

Allergic Response: A specific immunological reaction (sensitivity) that causes the production of specific antibodies against a foreign substance (allergen) that is normally tolerated without difficulty.

Asthma: A chronic disease in which the airways (bronchioles) overreact to various stimuli or triggers. (Asthma is also called reactive airway disease for this reason.) During an asthma episode the airways become narrowed or blocked, making it difficult to breathe and causing coughing, wheezing and tightening of the chest. The airways become narrowed or blocked in three different ways:

- The muscles encircling the bronchioles tighten causing narrowing of the airway (bronchospasm)
- The cells lining the bronchioles swell and narrow the airway even further; and
- The cells lining the bronchioles secrete mucus which can plug the already narrowed airways.

Triggers: Environmental circumstances, intrinsic conditions or illnesses that contribute to or serve to cause an asthma attack. Triggers may include but not be limited to:

- Insect bites/stings (bees, wasps, hornets, yellow jackets, fire ants, etc.)
- Viral infections
- Foods (peanuts, nuts, nut products, milk, eggs, shellfish, food additives, cigarette smoke, etc.)
- Other allergens
- Medications (antibiotics, seizure medications, muscle relaxants/tone reducing medications, anti-inflammatory agents, aspirin, etc.)
- Weather changes (extreme heat/cold, high pollen count, heavy air pollution)
- Exercise
- GERD (gastroesophageal reflux disease)

Signs and symptoms of asthma include coughing, wheezing, shortness of breath and poor air exchange.

Health Care Plan: A list of collective health/medical problems or diagnoses necessary for the care of students within the school setting. For each identified problem/diagnosis, there are specific goals; the school nurses develop interventions and criteria for care.

Emergency Health Care Plan: A plan developed by the school nurse for a pupil who has the potential for a medical emergency during the course of the school day. The plan is developed to assist the school nurses and health care personnel in the appropriate intervention during a health crisis.

Statutory Requirements

18A:40-12.8-12.9

6A: 16-2.1 (a) (5)

Policy Guidelines

The nursing department has the primary responsibility for the administration of all medications within the school setting, including respiratory medications given via G-tube, orally or by nebulizer. It is the responsibility of the school nurses to validate all written orders provided by prescribing physicians or nurse practitioners, which state that the student requires the administration of medication for asthma and does not have the capability for self-administration of the medication. The following conditions for the emergency administration of respiratory medications shall include:

- The parents/guardians of the student provide Lakeview School with written authorization for the administration of medication.
- The parents/guardians of the student provide the Lakeview School written orders from their physician or nurse practitioner stating that the student requires the administration of medication, and that the student does not have the capability for self-administration.
- The parents/guardians authorization is effective only for the school year for which it is granted, and may be renewed subsequently upon completion of the requirements as specified, or annually at the start of each school year.

The nursing department develops Individual Health Care Plans and Emergency Health Care Plans for students. The school nurses are responsible for the nature and quality of all nursing care including the assessment of the nursing needs; the plan of nursing care; and the implementation, monitoring and evaluation of the plan.

The nursing department nurses serves as the liaison among the family, the health care providers and the school district to assure that the health care needs of the student are addressed while in attendance at school or school related functions.

It is the duty of the nursing department to coordinate health care plans for all students in collaboration with the students' family, physicians, and other appropriate health care providers. Students with known severe allergic reactions, shall also have an Emergency Health Plan listing the specific "triggers" that can cause a severe asthma attack as well as the protocol of action to be followed in an emergency including the collaboration of school administration, school medical director, community emergency personnel and family.

The nursing department shall educate staff about severe asthmatic reactions; its causes, symptoms, signs and treatment. They shall identify to staff, a list of students enrolled in the program who have known asthmatic conditions and possible triggers to set off an attack. They shall also provide specific information about the special medical needs of each student.

The nursing department shall maintain a minimum of one nebulizer in the nurse offices at all times. The nursing department will be responsible for the maintenance, storage and upkeep of all program nebulizers.

The nursing department shall maintain thorough and appropriate documentation of health/medical needs for each student and regularly review and update health care plans based upon each student's medical condition. They will annually conduct review and training regarding student medical condition or whenever an emergency has occurred or there has been a change in a student's status. Written documentation shall be maintained regarding review processes.

Procedures: Emergency Administration of Asthma Medications

The nursing staff has the primary responsibility for the administration of all medication including the use of respiratory medication. The nursing staff has the responsibility and shared authority with the school administration to ensure that all students are immediately transported to a hospital emergency room after the administration of respiratory medications if respiratory symptoms are not relieved.

- A. Annually, the school nursing staff shall obtain pertinent information about the students and generate an assessment of each student's health status.
- B. The nursing staff shall develop and coordinate a health care plan for each student in collaboration with the family, student's physician, and when appropriate the student taking into consideration regulations covered by **6A:16-2.3**.
- C. Ensure that a student specific Emergency Health Plan, including the student's specific "trigger" is identified and developed. The Emergency Plan must be developed in collaboration with the school administration, the school medical director, community emergency personnel and the family.
- D. Educate the school staff about asthma, its causes, signs, symptoms and treatment.
- E. Ensure that other personnel and students (where appropriate) in the educational setting have specific information about the special medical needs of the student.
- F. Maintain thorough and appropriate documentation, and regularly review and update health care plans based upon the student's condition.
- G. Annually train staff in the emergency procedures regarding severe respiratory distress and review training protocols whenever there is a change in the student's status or after an emergency has occurred. The school nursing staff shall document training and review processes.
- H. A school nurse shall be present on all class trips or school-sponsored activities outside of the school setting, whenever a student's Health Care Plan or Emergency Health Care plan specifies the use of emergency respiratory medications.

Emergency Treatment Procedures for Asthma

The following protocols are to be used as guidelines to complement specific written physician's orders:

- A. Check the medication to make sure it is what is prescribed for the student; ensure that the information on the medication label clearly states the student's name and use.

- B. Check the expiration date of the medication. If the medication is expired, do not use, institute emergency procedures for the treatment of the asthma attack.
- C. Call 9-1-1.
- D. Continue to monitor the ABC's. If respiratory or cardiac arrest occurs, begin rescue breathing or CPR.
- E. Record the time, dose, vital signs and any changes in the pupil's; condition on the appropriate form.

Revised 08/16– Health/Wellness policy #5

Policy: Do Not Resuscitate Orders

Purpose

Federal and State legislation mandate that every student is entitled to a free and appropriate education in the least restrictive environment. Medically fragile students and those with diagnosed degenerative conditions or at high risk for chronic illness are now experiencing increased survival rates and posing new challenges to schools, parents and professionals in caring for these students within the school setting. It is possible, that some of these children may be at risk of dying during the school day due to their medical conditions. Some families may not wish to pursue life-saving medical protocols, due to the lack of benefit to the student's condition or quality of life that is likely to result from following these protocols. Do Not Resuscitate, or DNR orders will provide the dying child with supportive and compassionate care without prolonging the process or discomforts of dying. All DNR orders received for a student will be thoroughly and carefully reviewed.

Definitions

Do Not Resuscitate (DNR) orders refer to a written physician's directive, signed by parents/guardians or the adult student, indicating that no basic or advanced cardiac life support efforts (CPR or AED) will be initiated in the event of cardiac and/or respiratory arrest of the student.

Individualized Emergency Healthcare Plan refers to a personalized healthcare plan reviewed by a certified school nurse that specifies the delivery of accommodations and service needed by a student in the event of an emergency.

"Medically Fragile Student" refers to a school-aged child who suffers from a life-threatening medical condition, and as a result of such condition, requires ongoing individualized, continuous care.

"Written Order" refers to a directive and protocol written by the student's physician or health care provider to address a medical a medical service for the specific student.

Statutory Requirements

N.J.A.C. 6A:16-2.1

Policy Guidelines

A family desiring to pursue a DNR for their medically fragile child must submit a written order, which shall include specific emergency orders to meet the goals for the student. The written order shall be signed by the student's primary licensed physician and the student's parents/guardians or the adult student or his legal proxy. The DNR orders will be reviewed by the school nurse and school physician. In the event of emergency, local emergency medical services providers will also be provided with a copy of the DNR orders.

The nursing department shall coordinate the school's review of the written orders with Lakeview School's principal and school physician. Collectively, the DNR orders will be reviewed for compliance with state statutes and regulations. The school nurse will incorporate the DNR orders into the student's

Individual Health Care Plan. The school will ensure that the nursing staff are informed of and trained to follow the expected procedures as detailed in the student's individualized healthcare plan.

Each student should have an Individualized Healthcare Plan (IHP). Students with DNR orders should also have an Individualized Emergency Healthcare Plan (IEHP). The IEHP shall clearly outline the medical interventions and procedures that may be performed on the student. It shall also include written emergency orders from the student's healthcare provider and parent(s)/guardian(s). The school physician will review the IEHP. Any change in the DNR orders will require a review and revision of the IEHP.

Should a student with P.O.L.S.T or DNR orders suffer cardiac or respiratory failure at school, emergency medical (life saving) services will be initiated and continued until EMS arrives.

In the event the student expires while in school, the Principal of Lakeview School or Coordinator of Health Services (school nurse) will inform the executive administration of NJID and the proper regulator authorities will be notified.

Student's confidentiality will be protected. Only school personnel with legitimate need-to-know will be informed of the existence of DNR orders for a particular student.

Revised 08/16 – Health/Wellness Policy #6

Policy: Student Medical Exams

Purpose

It is necessary to identify any potential health concerns, medical conditions or other health impairments that might interfere with a student's ability to participate in their educational program and receive related services in accordance with their IEP. Annual health forms will be required for all student's participating in the school program prior to the start of each school year and before the implementation of any school based therapeutic interventions or school activities. To ensure each student's safety and well-being, it is necessary to have the most current medical information included in each student's health record. Additionally, students attending the Lakeview School often have severe disabilities requiring the input of multiple physicians in order to provide the most appropriate therapy, behavioral or medical treatment options. Therefore, Lakeview School will offer the services of specialized medical consultants within Lakeview's Medical clinic to assist staff and the families of enrolled students in the development of a school program that will be responsive to their educational, medical, therapeutic and behavioral needs.

Definitions

Student Health Record means documented information relevant to the health of the student to manage the routine and emergency care of the student while school is in session or while participating in school sponsored events.

Physical Examination means the examination of the student by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse, or physician assistant.

Physician Assistant means a health care professional licensed to practice medicine with a physician supervision.

Statutory Requirements

N.J.A.S. 18A:40-4

N.J.A.S. 18A:35-4.8

N.J.A.C. 6A:162.2

Policy Guidelines

The Coordinator of Health Services and Lakeview Nursing Department are responsible for the maintenance of student health records and to insure that all information is current. Each school year the nursing department will send parents/guardians annual physical health forms to be completed by their child's physician or medical practitioner and shall include the most recent medical history, medications, health problems, allergies and immunizations. All information reported within the student annual physical health forms will be incorporated into each student's health care plan. Parents/guardians who do not have regular access to a physician or other health practitioner or specialist may opt to have their child receive a medical examination by one of the consultant physicians at Lakeview School's medical clinic.

Students may be scheduled for clinic consultations and examinations based on their medical, therapeutic or behavioral needs. Staff with assigned educational responsibility as outlined in each student's IEP, may

request a clinic appointment with one of the school consultant physicians to assist them in the provision of therapy services, gain a better understanding of the students' medical needs and management within the program or to ensure that current educational and related services programs are appropriate to each students' developmental and health needs. Parents/guardians may also request that their child be seen by one of the Lakeview consultant physicians as necessary.

Within the context of the medical clinic, consulting physicians may provide prescriptions for therapeutic equipment, medications, dietary supplements or services. Consultant physicians will also review orders for related therapy services and may make recommendations for supplementary services and aids to support the students' placement within the program to address specific educational/therapeutic needs.

The medical clinics will be conducted by Lakeview supervisory staff and/or the Lakeview School Nursing staff. Parents/guardians will be requested to attend as well as the student's teacher and related services team. Students will be scheduled for clinics in the order of requests received.

Upon completion of each clinic, the consultant physician will compile a report of the findings of the medical examinations and a plan of action for medical follow up if warranted. These reports will be maintained on file within each student's medical chart at Lakeview School. A copy of the physician's report will also be forwarded to the student's case manager from the sending school district.

Procedures: Student Medical Examinations

- A. Annually each spring, the Lakeview School Nursing staff will send annual physical health forms to the parents/guardians of each enrolled student to be completed by the student's physician before the start of the new school year.
- B. When there is a concern regarding a student's health status as it relates to their participation in the school program and provision of related services, families may utilize the services of the Lakeview School Medical Clinic and have their child seen by one of the consulting physicians.
- C. The Lakeview School Nursing staff will review completed physical health forms and coordinate the information into each student's health record.
- D. Parents/guardians or program staff may request additional follow up of student medical needs and may request the student be seen by one of the Lakeview School consulting physicians.
- E. Staff requesting medical consultation and examination will complete a clinic request form and forward it to the clinic administrative assistant who will be responsible for the scheduling of the requested clinic.
- F. Each medical/nutrition clinic at Lakeview will be supervised by the Coordinator of Health Services or any of the following program coordinators/supervisory staff:
- G. Upon the completion of the medical examination, the consulting physician will complete a report of their findings.
- H. The Clinic Administrative Assistant will ensure that completed reports will be filed in each student's medical chart and a copy will be forwarded to the student's case manager of the sending school district.
- I. Upon request, parents/guardians may request that medical clinic reports be sent to their child's primary physician or other treating physicians.

Policy: Student Health Screenings

Purpose

To ensure a student's full participation in the school program, it is necessary to identify any potential health concerns, developing medical conditions or other sensory impairments that might interfere with a student's ability to participate in their educational program and receive related services in accordance with their IEP. Regular health screenings can detect the development of an emerging health problem, monitor the status of an existing health problem or track the progression of the health concern.

Definitions

Student Health Record means documented information relevant to the health of the student to manage the routine and emergency care of the student while school is in session or while participating in school sponsored events.

Statutory Requirements

18A:40-4.3

6A:16-2.2

Policy Guidelines

The Coordinator of Health Services and Lakeview School Nursing Department are responsible for the maintenance of student health screenings and to insure that all information is current. Health screenings will be conducted regularly throughout the school year by the school physicians, school nursing personnel or other school personnel properly trained to complete the screenings. The following health screenings will be conducted for all enrolled students.

1. Height, weight and blood pressure checks will be completed annually or as often as needed.
2. Visual acuity will be conducted annually for selected students through the CBVI visual screening clinic.
3. Auditory acuity screenings will be completed annually by the student's treating speech therapist.
4. Scoliosis screenings will be conducted by the student's physical therapist and Lakeview School consulting physicians.

The information received from these screenings will be a part of each child's student health record. Parents/guardians will be notified of any suspected problems or concerns.

Height and weight checks will be updated prior to each student receiving a medical examination by one of the school's consulting physicians or participation in a nutrition clinic.

The Nursing Department will maintain a current log of each required health screening.

Program personnel, other than the Nursing Department with assigned responsibility for selected screenings, will provide the results of all screenings upon completion to the nursing department.

Policy: Exclusion of Students due to Illness/Health Condition

Purpose

In order to participate fully in the school program, students need to be in good health, free of illness/disease and have proper management of diagnosed health conditions. Students who are ill or who may have a communicable disease or other health condition may be excluded from the school program to afford them the opportunity to recover from their illness/condition as well as to prevent the spread of illness, disease or infection to other students.

Statutory Requirements

18A:40-7 to 18A; 40-12

Policy Guidelines

All students attending school who are suspected of having an illness or health issue during the course of the school day will be assessed by the nursing department. When there is evidence that a student may have an illness, fever or other health condition that would be detrimental to themselves as well as the other students enrolled in the program, they may be excluded from the school program. The following is a list of diseases, health issues and health conditions that may call for a student's exclusion from school:

- Conjunctivitis or eye infection
- Impetigo (unless adequately covered)
- Ringworm or body rash with itching and fever
- Head lice
- Tuberculosis
- Any contagious, infectious or communicable disease as designated by the Board of Health

Any student with confirmed or suspected illness as designated above, may not return to school without a physician's note permitting the student to return to school.

In the event that the Board of Health declares an epidemic within the municipality of the Lakeview School that is determined to be injurious or hazardous to make is necessary to close the school, the Lakeview School will comply and notify students, staff and families of this decision. In such an event, Lakeview School will not convene program until it is determined safe by the Board of Health and all danger from epidemic has been removed.

Policy: School Nutrition and Student Wellness

Purpose

Lakeview School recognizes that children who have cerebral palsy, spina bifida, neuromuscular disorders and/or severe medical conditions have special health and nutrition needs that need to be addressed throughout their school day. These students often have difficulty maintaining a healthy weight and energy level that can affect their ability to learn and participate in therapy programs. There are many medical conditions that are linked with nutritional risk. Therefore, in anticipation of these risks, Lakeview is proactive in preventing nutritional disorders.

The Lakeview School follows all nutritional regulations for the National School Lunch Program.

Definitions

Foods of Minimal Nutritional Value (FMNV): As per the USDA, the following are identified as foods of minimal nutritional value; soda, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants, licorice, spun candy and candy coated popcorn.

Nutritional Supplements: Dietary additives which combine nutrients (proteins, essential vitamins and minerals) the body needs to be physically and mentally at its best and to provide a balanced diet. Supplements are often in the form of a drink/liquid or a powder. The liquid supplements are more easily digested and absorbed in the body.

The supplements contain and are sometimes needed for:

- Fiber – to help promote a healthy digestive system
- Calcium – to help grow strong bones
- Proteins – to help healing
- Catch up growth or to support healthy weight gain.

Gastro-Esophageal Reflux Disease (GERD): A condition in which food or liquid travels from the stomach back up into the esophagus (the tube from the mouth to the stomach). This partially digested material is usually acidic, and can irritate and sometimes damage the delicate lining of the esophagus. GERD can cause heartburn, pain and other symptoms that affect an individual's well being and can exacerbate already existing medical conditions or contribute to the development of new health/medical concerns.

Health Care Plan: A list of collective health/medical problems or diagnoses necessary for the care of students within the school setting. For each identified problem/diagnosis, there are specific goals; the school nurses develop interventions and criteria for care.

Statutory Requirements

PL 108-625, Section 204

7 CFR Part 210

Policy Guidelines

Lakeview School sets forth the following policies and practices to ensure the health and wellness of all students enrolled in the school program by:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits, vegetables, low fat milk and whole grains;
- Supporting healthy nutrition through student and parent/guardian nutrition education programs;
- Monitoring student diets and caloric intake under the supervisor of the school's Developmental Pediatrician and Nutritionist;
- Providing students and their parents/guardians with the opportunity for consultation with the school's Developmental Pediatrician and or Nutritionist regarding student diet and caloric intake;
- Encouraging students to make healthy food choices and consume all components of the school meal;
- Providing students when possible with the opportunity to engage in daily physical activity.
- Monitoring students with Gastro esophageal Reflux Disease through modifications to diet, meal schedules and other medical interventions prescribed by the student's physician or the school's Developmental Pediatrician;
- Providing nutritional supplements as necessary under the direction of the student's physician or school's Developmental Pediatrician;
- Maintaining up to date nutritional information and dietary recommendations on individual Student Health Care Plans.

All reimbursable school meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value as defined by the U.S. Department of Agriculture regulations:
- All food and beverage items listing sugar in any form as the first ingredient, which may include any but not be limited to: corn syrup, dextrin, fructose, high fructose corn syrup, galactose, glucose, honey, lactose, malt, maltose, maple syrup, molasses and sucrose;
- All forms of candy including gummy fruit snacks.

Condiments and food items that list sugar as a first ingredient such as syrup or jelly may be served as an accompaniment to a meal component, or may be included as part of a recipe.

All snack and beverage items sold or served anywhere on school property during the school day including items sold as a la carte lines, vending machines, snack bars, school stores and fundraisers, shall meet the following standards:

- Based on manufacturers nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds or nutritional supplements
 - b. No more than two grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water
 - b. Milk containing one percent or less fat

- Whole milk shall not exceed eight ounces, unless specified in the student's nutrition and meal plan under the guidance of the School Nutritionist and as prescribed by a physician.
- 100% of all beverages offered shall be milk, water or 100 percent fruit or vegetable juices. Thickened juices used for students with dysphagia shall also conform to these guidelines.
- No more than 40% of all puddings, ice creams or frozen desserts shall be allowed to exceed the above standards for sugar, fat and saturated fat.
- Nutritional supplements provided to low weight students with health needs shall not exceed the above standards for sugar, fat and saturated fat. These supplements may be added to the student's meal or offered as a snack as directed by the school physician or nutritionist.
- To increase fiber in student diets, whole or pureed fruits may be added to student meals or offered as a snack as directed by the school physician or nutritionist

Supplemental meals or feedings may be added prior to or after the designated lunch period when prescribed by a physician or nutritionist and documented within the student's individual Health Care Plan.

Food and beverages served during special school celebrations or during curriculum related activities (i.e. cooking activities, cultural foods when used as a part of a lesson, etc.) shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

Students with medically authorized special needs diets as per **7 CFR Part 210** may require specialized feedings to be administered by nurses using FMNV's as prescribed by a physician and incorporated into their specific student Health Care Plan. Additional nutritional supplements may also be added as prescribed by physician.

Students with documented behavioral plans that include the use of specific food reinforces as an overall part of their behavior modification program may use FMNVs as indicated in their IEP. FMNVs shall only be used when administering specific behavioral techniques as designated in the behavioral plan. In the event FMNVs become pervasive or begin to interfere with the student's consumption of appropriate nutritional foods, an alternate behavior modification program will be investigated. Prior to the use of FMNVs for behavior plans, every attempt should be made to balance the student's reinforcement schedule with their daily nutritional needs and meal plans.

Adequate time shall be allowed daily for the consumption of student meals. Lunch time will be conducted from 11:30 a.m. to 1:00 p.m. daily with the exception of early dismissal days (1:00 p.m. dismissal), in which case lunch period will begin 30 to 45 minutes earlier to allow sufficient time for student feeding. Lakeview shall provide a pleasant dining environment for all students. Following meals, students diagnosed with GERD, will remain upright for a minimum of 30 minutes or as directed by their mealtime guide to allow for adequate digestion of meals and reduce symptoms of GERD. Physical activity, adapted physical education classes and physical therapy will not be scheduled within 30 minutes of the completion of student lunches.

Lakeview School shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards. All students will participate in Physical Education class once weekly.

Lakeview School is committed to promoting the Nutrition Policy with all food service personnel, teachers, therapists, nurses, paraprofessional and other school administrative staff, to provide them with the skills they need to implement this policy and promote healthy eating practices. Lakeview will work toward expanding awareness about this policy among students, parents, teachers and the community at large. A School lunch advisory committee will be established at the start of each school year comprised of program staff, parents and students. This group will conduct a survey regarding current practices and lunch program offerings and assess the need for modifications/changes to the school lunch program menus and food choices.

08/17 – Health/Wellness Policy #10

Policy: Unpaid Meal Policy

Purpose:

The New Jersey Department of Agriculture requires of all children attending Lakeview School are informed of the availability of reimbursable school meals and provided information about applying for free or reduced meals. The following policies and procedures have been developed to address these requirements:

Statutory Requirements

P.L. 111-296 Healthy Hunger Free Kids Act
U.S.D.A. 7 CFR 245.5
U.S.D.A. 7 CFR 210.12

Policy Guidelines

In accordance with USDA 7 CFR, Lakeview School will ensure that

- Parents are provided with written information, in English and Spanish related to reimbursable school meals.
- The Unpaid Meal Charges Policy is provided in writing to all households at the start of the school year and to households that transfer to the school during the school year.
- To provide the meal charge policy to all school staff responsible for policy enforcement.

Procedures

Lakeview School will provide all parents with written information related to reimbursable meal plans along with information related to free/reduced lunch application.

Written information will be available in both Spanish and English and will be sent home to parents in September or upon new enrollment at Lakeview.

Lakeview School Program Policy Manual

Section Three

Safety and Security Policies/Procedures

Policy: School Safety and Security

Purpose:

A safe and civil environment is necessary within the school setting for students to learn and achieve developmentally. Keeping children and program staff protected during school hours is a priority. Parents/guardians need to know that their child will be safe during their school day and that their child's school has established safeguards and procedures to protect all students.

To ensure the welfare, comfort and security of each student and staff member, the Lakeview School shall institute policies and procedures to address these issues within the school program and on school grounds, at any school-sponsored function or school-sponsored field trip.

Definitions:

Field trip: Any excursion on/off school property that is supported by the school. Walking excursions into the park as well as those requiring the use of the Lakeview school bus or contracted transportation services.

School program hours: The specific times that the school program is open including office hours before and after the scheduled school day for students.

School grounds: Includes land, structures, buildings and vehicles when used in the provision of academic or extra-curricular activities sponsored by the school.

School sponsored functions: Any activity, event or program occurring on or off school grounds, either during or after school hours that is organized or supported by the school.

School security plan: A comprehensive plan including procedure and mechanisms that provide for safety and security in the school.

Statutory Requirements

N. J. A.C. 6A:16-5.1 to 5.3

Policy Guidelines

A safe and civil environment is necessary within the school setting for students to learn and achieve developmentally. The students of Lakeview School present with severe health and multiple disabilities that require additional care and supervision. To ensure that best practices are instituted and followed to provide necessary protection and safety to students during their school day, security measures will be put in place specific to the needs of the students attending Lakeview School. These measures will be detailed in this policy and be considered a part of the Lakeview School Security Plan.

Only authorized personnel will be admitted access to Lakeview School. Authorized personnel includes program staff, approved consultants, approved program vendors and senior field placement interns. All personnel within Lakeview will have submitted and have successfully passed a Criminal History Review check and results will be maintained on file within the school and executive offices. Any volunteers assigned to program will also be required to have a CHRI on file.

All doors and entrances into Lakeview School are locked at all times preventing entrance into the school except through the main entrance. The main entrance serves as Lakeview School's reception area and is staffed by a trained security person, present on a daily basis, from 8:00 a.m. to 4:30 p.m. The security person will monitor the flow of visitors, students and staff in/out of Lakeview School. During school program hours the security person will conduct regular checks of the building perimeter by viewing the school cameras. Any suspicious activity will be reported immediately to the Director of Security and Loss Prevention and Principal of Lakeview School.

Access in/out of Lakeview School during program hours (8:00 to 4:30) will only be through the main entrance located centrally at the front of the school. Access is only granted to school personnel and enrolled students. All program personnel must wear NJID identification badges that will also serve as a key fob for entrance into the school building when school program hours are not in session. Authorized school personnel may have access to the building from 7:30 a.m. to 6:00 p.m. Only selected program personnel will have 24 hour building access. This includes maintenance personnel who may need to work in the building during non-program hours, Facilities Manager, Director of Security and Loss Prevention, Principal of Lakeview School and selected Executive Administration of NJID.

All visitors to Lakeview School will need to sign in at the Security desk in the lobby of the main entrance before they are allowed admittance to the building. Any individual not determined to be authorized school personnel will be considered a visitor. This includes parents/guardians and other family members, child study team personnel from sending districts, individuals touring the school program, persons seeking employment and individuals completing classroom/therapy observations for course work. All visitors will be required to wear a visitor pass which must remain visible on their person for the length of their visit. Visitors may not enter the building without a program staff member escort and may not travel independently within the building. Visitors found to be in violation of these procedures may be asked to leave the building or return to the waiting area in the lobby.

Parents/guardians transporting their children to school daily, will bring their child to the lobby/waiting area and the security guard will contact the individual classrooms to notify them of the child's arrival/departure. Parents/guardians may not bring their child to the classroom or enter the building without staff escort.

Volunteers may be granted limited access within the building pending the nature of their visit and length of stay. Volunteers will be provided with a short orientation at the onset of their visit regarding

regulations and access within the building. Volunteers may not use their cell phones for personal use in the building and may not take photos of any students or program areas. Volunteers who are not in compliance with the regulations and procedures may be asked to leave the building.

Class/office/therapy room exit doors may only be used for fire drills or emergency evacuation drills during school program hours. Egress doors are alarmed and opening these doors will set off the alarms. Egress doors may be used as an exit only after school program hours (4:30 and later).

Staff, private duty nurses and personal aides may take students out onto the school grounds in approved areas. This includes inner courtyards and the backyard area of the school. These areas are enclosed or gated and are locked at all times. Staff/students may utilize these spaces for educational as well as recreational purposes throughout the school program hours.

Walking field trips through the surrounding park will be permitted with supervisor approval. All students participating in the walking field trips must have signed parent permission on file. School personnel wishing to conduct a walking field trip must complete a field trip request form (#51) prior to embarking on the trip. Teachers/therapists wishing to conduct a walking field trip are required to take student emergency information with them as well as a portable communication device to assist in the event of an emergency. It is the responsibility of the teacher/therapist conducting the walking field trip to make sure that parent/guardian permission has been granted for their child to participate in these activities.

Field trips off of school grounds will be permitted with the approval of the department supervisor and Principal of Lakeview. School personnel wishing to conduct a field trip off of school grounds must complete a field trip request form (#51). Parent/guardian permission must be received in order for the student to participate in the field trip. Teachers/therapists wishing to conduct a walking field trip are required to take student emergency information with them as well as a portable communication device to assist in the event of an emergency.

A school safety and security committee will convene annually to review safety measures and security plans. The committee will be comprised of the Director of Security and Loss Prevention, Principal of Lakeview School, Facilities Manager, Coordinator of Health Services and 1 to 3 other members of the Lakeview School staff. This committee will provide input into the School Security Plan as well as consult with local law enforcement agencies, emergency management planners and local health officials in the development and review of Lakeview School's plans, procedures and mechanisms for school safety and security.

Lakeview School will observe "School Violence Awareness Week" as appropriate for those classes whereby students are able to understand and participate in activities to prevent school violence.

Any staff member who observes or has direct knowledge from a participant or a victim of any acts of violence, including harassment, intimidation and bullying shall file an incident report and bring it to the attention of the Principal of Lakeview immediately. The Principal of Lakeview will be responsible for the reporting of all acts of violence on the Electronic Violence and Vandalism Reporting System (EVVRS).

Annually, all Lakeview School program personnel will participate in a review and update of security plans, procedures and mechanisms for school safety and security during the program orientation week. New employees will receive instruction within 60 days of hire.

07/15 - Safety and Security #1

Policy: Prohibition of Harassment, Intimidation and Bullying

Purpose

A safe and civil environment is necessary within the school setting for students to learn and achieve developmentally. Harassment, intimidation or bullying, is conduct that disrupts both a student's ability to learn and the school's ability to educate students in a safe environment; and shall be prohibited under all circumstances. School administrators, supervisory personnel, program staff, program consultants and field placement students should demonstrate appropriate behavior and serve as a model for students by treating others with civility and respect, and refuse to tolerate harassment, intimidation or bullying. To ensure the welfare, comfort and security of each student and staff member, the Lakeview School shall institute policies and procedures to address these issues within the school program and on school property, at any school-sponsored function or school-sponsored field trip; or when this behavior is observed or reported on any district or contracted school bus.

Definitions

Harassment, intimidation or bullying refers to any harmful gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function, any school-sponsored field trip or on any district school bus or district contracted vehicle that is responsible for transporting students to/from school, that:

- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity/expression or a mental, physical or sensory disability; or
- is distinguished by any other personal characteristic of the individual student; or
- is determined to have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school; or
- results in one individual exercising power and control over another in isolated incidents or intimidating behavior.

Cyber-bullying refers to the above actions conducted through internet or web based applications and may include but not be limited to:

- threatening/harmful emails as described above to the individual being harassed or to a network of individuals
- posting of such information on a social network site
- posting of such information on a website

Statutory Requirement

NJSA 18A:37-15 (3)(b)(1 through 10)

N.J.A.C. 6A:16-7.9

Policy Guidelines

Each student is expected to conduct themselves in a manner that is appropriate to their levels of ***development, maturity and demonstrated capabilities*** with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. It is the responsibility of the students to:

- conform to reasonable standards of socially acceptable behavior.
- respect the person, property and rights of others.
- obey constituted authority.
- support individuals who avoid acts of harassment, intimidation or bullying.
- stop or attempt to stop such acts or report them to a designated authority.

All students/staff witnessing or knowledgeable of acts of harassment, intimidation or bullying by or to one Lakeview student to another, shall report such acts to the Principal of Lakeview or other program supervisory personnel. Enrolled students, field placement students, parents/guardians and consultants are also encouraged to report all such acts. Similarly, any staff who witness such acts are required to report them to the Principal of Lakeview. Reports may be written or verbal. Staff may assist students in making reports utilizing their established augmentative communication strategies or technology. When using augmentative communication strategies or technology, third party observers should be engaged to clarify student reports without bias. Reports may be made anonymously however formal remedial action may not be taken based solely on the basis of an anonymous report. The following factors will be considered regarding the incident:

- developmental, maturational and demonstrated capabilities of the student.
- levels of harm incurred by the act.
- mitigating circumstances and the nature of the behaviors.
- past incidences or continuing patterns of behavior.
- the relationships of between the parties involved and the context in which the incidents occurred.

After review of the reported incident, a decision will be made by the Principal of Lakeview as to whether it should be forwarded to the sending district to be investigated. The LEA will make the determination if the incident meets the criteria for harassment, intimidation or bullying. It will be the responsibility of the LEA to inform Lakeview School of any recommendations.

Reprisal and retaliation are prohibited against any individual (student or staff) who reports an act of harassment, intimidation or bullying. The designated program person assigned to investigate the acts (Principal or designee) shall determine the consequence and appropriate remedial action for any individual engaging in reprisal or retaliation, after careful consideration of the nature and criteria described above.

Annually, students will receive instruction and counseling on harassment, intimidation and bullying and Cyber-bullying through established Family Life Curriculum guidelines appropriate to the developmental, cognitive and maturational age of the students.

The policies regarding harassment, intimidation and bullying shall be disseminated annually to all school staff, students and parents; along with a statement regarding the application of these policies to all school sponsored functions, events on school property and conduct on school buses. In-service shall be conducted at the beginning of each school year with staff and students regarding these issues. In compliance with **NJSA18A:37-15 (3)(b)(10)**, these policies shall be posted in an accessible site for public review.

08/16 – Safety/Security Policy #2

Policy

Emergency Drills

Purpose

The Lakeview School is committed to the safety and welfare of all students and staff in attendance in the program. To ensure each individual's well-being and knowledge of appropriate crisis management, Lakeview shall institute policies and procedures regarding emergency management of all students/staff in the event of fire, disaster, or matters of national security.

In the event of fire, disaster or bomb threat, building evacuation drills are essential to ensure that all students and staff are knowledgeable and familiar with emergency exit routes and are able to respond appropriately in accordance with established safety procedures.

In the event of an active weapons threat or notification from local security officials that there is a threat within the immediate area requiring a "lock-down" situation, the Lakeview School shall institute procedures for the safe maintenance of students and staff within the school building until clearance is received from local emergency management officials for their safe transport or release to home or to an alternate facility.

To differentiate the various emergency drills notification systems will be enacted:

- **Shelter in Place**
- **Active Shoot/Intruder**
- **Building Evacuation**
- **Bomb Threat Evacuation**

These drills shall be conducted on a regular basis and revised as necessary to ensure their effectiveness, safety and compliance with state mandates.

Statutory Requirements

Emergency Drills shall be conducted two (2) times per month consisting of one emergency fire drill evacuation and one security drill. Policy guidelines for the execution and implementation of emergency drills will be in accordance with the statutory requirements of **NJAC 18A; 41-1 – 41.7**.

Policy Guidelines

All classroom/therapy fire escape doors, corridor doors, main entrance and other designated fire escape doors offer immediate egress out of the building for immediate evacuation. For security purposes, these doors will not provide access into the building at any time during school program hours.

All fire and smoke doors leading to boiler/furnace rooms shall be kept closed during the time that school is in session. It is the responsibility of the maintenance personnel to ensure that these doors are locked and not accessible to students. It is the responsibility of the Principal of Lakeview or Facilities Manager to ensure that the maintenance department receives instruction regarding this responsibility.

Two (2) copies of emergency building evacuation diagrams shall be posted in each room of the school building. Each emergency building evacuation diagram shall specify a primary and secondary evacuation route. Each diagram will also contain the location of the emergency pull stations, fire extinguishers and AEDs within the building. The primary evacuation route shall be used first in case of emergency. The alternate route will be used only when the access to the primary building evacuation route is blocked or considered unsafe for passage. Conditions that would necessitate evacuation through the alternate building evacuation route may be:

- Blockage of route due to fire or debris
- Decreased visibility due to smoke, debris or other conditions
- Inaccessibility due to toxic substances (gas, chemical)
- Possible unsafe building structural components (risk of roof, wall or door frame collapse)

Emergency Management Information will be compiled for every student enrolled in the school program. At a minimum, this emergency information shall include the following:

- Personal identifying information (name, address, phone number).
- Emergency contact information (parent/guardian work, cell or beeper numbers, secondary emergency contacts).
- Name and phone number of each transportation company/department providing student services.
- Identification labels for students in the event relocation to another facility is necessary.

Emergency communication devices shall be assigned to and maintained in working order for each of the following program staff:

- Principal of Lakeview
- Education Supervisors
- Therapy Coordinators
- Health Services Coordinator
- Transportation Coordinator
- Coordinator of Security and Loss Prevention
- Maintenance Personnel

The school program administrative staff and each department supervisor/coordinator shall maintain current copies of Student Emergency Management Information, as well as portable communication devices for evacuation from the building. Emergency Management Information and communication devices shall accompany each program administrator, supervisor or department coordinator for every drill.

The classroom teachers shall maintain an emergency management folder with the above information for each student in their class that will accompany each class on every Emergency Evacuation Drill. The folder shall contain:

- Student Emergency Management Information as specified above.
- Laminated copies of classroom numbers for quick identification once safely evacuated from the school building.
- Daily Class Attendance record

The program nurses shall maintain updated Emergency Management and Medical Information for each student. This information shall be located on the Emergency Crash Cart located in an accessible location in the nursing office. A second crash cart is located in the ADL room. The Emergency Crash Carts shall be a part of the emergency evacuation drills. A Lakeview nurse shall be assigned responsibility for bringing the Emergency Crash Cart along from the nursing office and a school office staff member shall be responsible for the one in the ADL room for each drill. The program nurses shall inventory and supply the Emergency Crash Cart with the following:

- Student Emergency Management Information.
- Student Medical Information
- Student Care Plans
- First Aid Supplies
- First Aid Equipment (suction machine, blood pressure cuff, etc.)
- Oxygen Tank

The program nurses shall maintain Emergency Medications in a secure box that will accompany the nurses on every Emergency Evacuation Drill.

Special provisions shall be made for medically frail students on days when inclement weather or poor air quality may pose a risk factor to their health or compromise their medical status or safety, during the course of the emergency drill. In such cases, it may be determined unsafe to remove medically frail students from the building during the course of the emergency drill. The Coordinator of Health Services will identify “at risk” students, whose medical needs may be compromised by sudden changes in temperature, extremes in temperature, inclement weather, poor air quality or other environmental determinants, whereby it would be unhealthy or unsafe for the “at risk” student to exit the building. The school physician will then review the list of “at-risk” students to develop a protocol or guidelines for care during the course of the emergency drill. The Principal of Lakeview will develop specific emergency evacuation procedures for the “at-risk” students that will address the medical protocol established by the medical director or consultant physician. The procedures for evacuation of medically frail students will be distributed to the nursing department, program supervisors, treating therapists and classroom teachers, who shall receive in-service and training specific to the evacuation of these identified students. Private duty nurses or personal care attendants assigned to the students will also receive in-service and training in the special provisions.

The Principal of Lakeview or a designee shall be responsible for the recording and maintenance of all Emergency Evacuation and Security Drills. Records of these drills shall be made available to local fire inspectors annually for inspection purposes. Copies of Fire Inspection Reports will be maintained and posted by the Principal of Lakeview or a designee.

In the event of an actual fire or disaster within the school building or on school property, any staff member may activate the emergency pull station to alert the local fire department or call 911.

In the event that a fire or disaster precludes the return of the students to the Lakeview School, preparations will be made to evacuate students to the park recreation building by the level playing fields.

It shall be the responsibility of the Principal/Director of Lakeview to annually renew the transfer agreement. The Executed Transfer Agreement shall be maintained on file with the Policies/Procedures for Emergency Evacuations. The program administration staff and each department supervisor/coordinator shall maintain a copy of the Executed Transfer Agreement in their Student Emergency Management Folders.

Upon initial hire into the program, all new staff shall receive instruction and in-service in emergency evacuation procedures. The policies and procedures for emergency drills will be reviewed annually with all staff during orientation week at the beginning of each school year.

Procedures Fire Drills/Emergency Evacuations

1. In the event of fire/disaster or emergency evacuation, all students/staff will exit the building in accordance to the procedures established for emergency evacuations:

- A. All support staff not providing direct services to students must report to their respective fire stations, to assist in the evacuation of students/staff from the building. The Principal of Lakeview shall update the fire station assignments for support staff annually and coordinate training in the safe operation of wheelchairs and adaptive equipment.
- B. All students and program staff must exit the building through the primary escape route designated for their location. In the event that the primary escape route is blocked, students/staff will exit through the alternate escape route designated for their location.
- C. When exiting rooms, shut the door behind you. Time permitting, close windows.
- D. Therapists are responsible for assisting the students in their rooms and are to exit the building through their designated escape route. Therapists and other program staff not working individually with students are to proceed to their assigned fire stations and proceed accordingly.
- E. The Emergency Crash Cart located in the ADL room will be designated, as a fire station, and support staff shall be assigned responsibility for taking the cart out with the evacuation drill.

- F. The Coordinator of Health Services and any consultant physicians present during an emergency evacuation shall assist the nursing department with the evacuation of medically frail students, through their designated evacuation route. The Coordinator of Health Services shall enact the medical protocol established for medically frail students for emergency drills.
- G. The nursing department shall be responsible for the evacuation all students in the process of receiving treatments in the nursing office. The nurses will also be responsible for bringing all necessary student emergency medications out of the building during the evacuation drill along with their crash cart.
- H. Each individual classroom will hold up their classroom number for identification, once all students are safely exited from the building to Oak Drive. The classroom teachers will check that all students are present or not. Therapists/nurses and other personnel responsible for escorting students out of the building away from their classrooms shall communicate with the Principal of Lakeview and program supervisors, the location of each of the students not present with their class. The Principal of Lakeview and program supervisors shall verify that all students are present and accounted for.
- I. Classroom teachers or classroom substitutes shall check student attendance according to the daily attendance and notify the Principal/Director of Lakeview, Assistant Director, or Education Department Supervisors of any missing students.
- J. The Principal/Director of Lakeview or an assigned designee shall signal the end of the drill. Students and staff shall return to the Lakeview School building and resume program activities.
- K. The Principal of Lakeview or a designee shall record the evacuation drill in the Emergency Evacuation Log Book.

2. In the event that it is not possible to return to the Lakeview School, students and staff will proceed to the skating rink house at the level playing fields for temporary housing and transfer of students.

- A. Classrooms groups shall proceed together to the facility. Therapists and nurses shall return students to their respective class groups and assist the classroom in the transfer of the students at the designated location.
- B. The classroom teacher will hold up their room number for identification, once all classrooms are safely evacuated to skating rink house at the level playing fields and indicate if all students are present or not.
- C. The Principal/Director of Lakeview and Program Supervisors shall verify that all classes are present and accounted for.
- D. The classroom teachers and teacher substitutes shall again take attendance according to the class registers and notify the Principal of Lakeview of any missing students.

- E. Upon confirmation of all students present, the Principal of Lakeview and all department supervisors/coordinators shall begin making calls to transportation companies and/or parents/guardians to arrange for the transportation of students to their homes.
- F. The Transportation Coordinator shall oversee the loading of buses and other transportation vehicles, and shall record the time of each child's departure, method of departure and sign-off that each student departure has been completed.

Procedures

Emergency Evacuation of Medically Frail Students

In the event of an emergency drill, medically frail students will follow specific evacuation procedures established to protect their health and safety during the course of a drill.

- A. Annually, or as new students enter the school program, the Coordinator of Health Services and nursing department will review the health and medical needs of all enrolled students, to determine "at risk" students who may require additional protection from environmental factors in the course of an emergency drill.
- B. The specific instructions for emergency procedures will be distributed to the "at risk" student's classroom teacher, treating therapists, program supervisors and Principal/Director of Lakeview. The nursing department will retain a complete copy of each "at risk" student's emergency procedures, and will retain a copy with the emergency crash cart within the nursing office. All private duty nurses or personal aides assigned to the "at risk" students will be given a copy of the procedures specific to the student(s) they are assigned to.
- C. During the course of an emergency evacuation drill, the Coordinator of Health Services will report to the central lobby of the school with the emergency crash cart and specific emergency evacuation procedures for all identified "at risk" students.
- D. The "at risk" students and their private duty nurses/personal aides, will report to the central lobby for further instructions from the Coordinator of Health Services.
- E. The students deemed safe, will exit the building through the front doors, and proceed along the designated fire escape route.
- F. Students determined to be unsafe for exit, will remain in the central lobby until the drill is completed.

- G. The Principal/Director of Lakeview or a designee, will conduct a final inspection of the building before exiting for the drill. The Principal will report to the central lobby to advise the Coordinator of Health Services to maintain the medically frail students in the lobby for the drill or, in the case of an actual emergency, to exit the building with the crash cart and appropriate medical support.
- H. In the event of an actual emergency, medically frail students will immediately be taken to the Skating rink house at the level playing fields for temporary housing until they can be returned to school or to the custody of their parents/guardians or medical facility

Procedures

Shelter in Place

1. In the event that the Principal of Lakeview or the Coordinator of Security and Loss Prevention is notified of a Security Alert due to an outside threat, students and staff at Lakeview shall be required to remain in the school building and “shelter in place”. The following drill procedures shall be instituted:

- A. The Principal of Lakeview or Coordinator of Security shall announce over the public address system the following statement:

“All students, staff and visitors are to **“shelter in place”**. All students return to their classrooms and staff and therapy teams report to your assigned fire station to stay put.”
- B. All classroom staff and students shall report to their assigned classrooms.
- C. All therapy teams shall report to their assigned classrooms (same as fire station assignments).
- D. All School Administrative Staff and Program Supervisors/Coordinators shall report to their assigned emergency station with their assigned emergency communication devices. These devices shall be turned on and set at a designated band frequency and used to report all activity.
- E. All office staff and administrative staff shall return to their respective offices.
- F. All Social Services personnel shall report to the school office to receive calls if possible from parent/guardians and/or family members of students. If possible, social services personnel will contact parents/guardians and/or family members.
- G. Food services personnel shall report to the school kitchen in the event food preparation is necessary for an extended stay-put status.
- H. Security and maintenance personnel shall check that all entrances to the school building are locked.
- I. The Coordinator of Health and Social Services, any available consulting physicians and program nurses shall report or return to the nursing offices. Student treatments that are in progress will

continue until completion. Dispensation of medication will stop momentarily until all personnel are secure in their assigned locations.

- J. Once staff and students have returned to their assigned classrooms, all doors to the rooms must be shut and all blinds on the windows drawn.
- K. All teachers or teacher substitutes shall take class attendance to ensure all students are present and accounted for. Any missing students or staff must be reported to the Principal of Lakeview or Supervisor/Coordinator assigned to their wing.
- L. All supervisors/coordinators will take attendance of their assigned stations/wings of both students/staff. Once all students and staff are accounted for, students may resume therapy sessions, special classes or work assignments within the school building.
- M. The “shelter in place” will remain in effect until The Principal of Lakeview or Director of Security announces over the public address system that the crisis is over as follows:

“This concludes our ‘shelter in place’. All classrooms, therapy staff and visitors may resume normal program activities.” Following the announcement, an authentication code will be cited to verify the situation is over.

2. In the event that the Security Alert remains in effect for an extended period of time, whereby students/staff will be unable to leave the school grounds due to unsafe circumstances, the following procedures shall be instituted:

- A. Staff/students will be required to remain in their classrooms. Regular or recreational activities within the classroom may be conducted. Whenever possible, regular class schedules should be followed. Students/staff should be kept occupied and engaged in activities that will maintain order and calm.
- B. All supervisors/coordinators will continue to conduct regular checks of students and staff in their assigned station/wing every 30 minutes. Any safety issues or matters of student/staff welfare will be reported to the Principal of Lakeview.
- C. Once it is determined that the school is secure and in good order, the nursing offices will resume regularly scheduled medical treatments and dispensation of medication.
- D. Program activities may be conducted outside of the classrooms within the gym, computer room, ADL room, etc., with the approval of the Principal of Lakeview. The supervisors/coordinators shall be responsible for regularly monitoring the location and conduct of classes within their assigned station/wing.
- E. Program staff shall have the opportunity to engage in regularly scheduled breaks from their assigned classrooms/stations. A break room within the building will be designated for staff use.

- F. The food services staff shall prepare meals at regularly scheduled times. Meals will be distributed according to current class schedules. Should the lock down persist into the evening hours, dinner meals will be prepared and distributed in order to the youngest classes first.
- G. In the event of an extended stay, whereby overnight accommodations must be made, blankets and mats will be distributed to the classrooms for student and staff use. Staff rest and break schedules will be coordinated with the wing supervisor.
- H. All schedules will continue, as established until local emergency management personnel issue clearance. Once clearance is received, arrangements will be made for the safe transportation of students to their homes.
- I. The “shelter in place” will remain in effect until The Principal of Lakeview or Director of Security announces over the public address system that the crisis is over as follows:

“This concludes our ‘shelter in place’. All classrooms, therapy staff and visitors may resume normal program activities.” Following the announcement, an authentication code will be cited to verify the situation is over.

Procedures

Shooter/Active Threat - Lockdown

In the event that there should be an intruder or threat of violent attack against any of the students or staff of Lakeview School or the threat of violence seems imminent, a “Lockdown – Shooter and Active Threat” alert will be announced. Any individual within the school building can initiate the process when there is an identified or suspected threat of violence to students, staff or school property either inside or outside of the school building. Lockdown emergency procedures will immediately be put into effect as follows.

- A. Any staff member who perceives or identifies a threat of violence to either students, staff or school property shall announce over the public address system the following statement:

“There is an ‘**Active Shooter/Intruder**’.”
- B. All classroom staff and students shall remain where they are and not move from their current program location. Any students/staff or visitors in hallways/common areas shall immediately move to the nearest classroom/office. Staff shall ensure that any students in the hallway are guided to the nearest classroom/office. Students/staff outside the building shall remain outside and not attempt to enter the building.
- C. The magnetic strips on all classroom/office doors will be removed and the doors closed so they can lock. “**Rhinos**” will be activated to barricade the door. All windows will be locked. Lights will be off. Time permitting, all computers, computer screens, AACs or other illumination within the rooms should be turned off; blinds in all classrooms, offices, etc. should be drawn. Students/staff will move as far away from windows and doors and go to the areas of the room not readily visible from the classroom doorway or outside windows. Classroom bathrooms and

closets may also be used to decrease visibility of students and staff. Ambulatory student should remain as low to the ground as possible. Non-ambulatory students should remain in their wheelchairs in the event that it is necessary to move or evacuate children from the building

- D. A 911 call will be made by any available person with access to a communication device. The School Safety Radio issued by the Edison Police will be activated by the closest person to the location of the radio (school office). The radio is activated by pushing the orange button.
- E. It will be the responsibility of classroom staff/therapists to maintain their composure and help students to remain calm. There should be no talking during the course of the drills unless it is necessary to calm an upset or acting out student. When speaking to an upset/acting out child, staff should use a quiet soothing voice. If unsuccessful, staff should accompany the student into the class bathroom or closet and close the door to insulate the room from unnecessary sounds that could attract the attention of an intruder.
- F. Classroom teachers will immediately make a note of students present/missing from their classrooms. No attempt will be made to return students to classrooms that were in a designated therapy session, in the nursing department or involved in a school errand.
- G. Students/staff outside of the building will be notified of the Lockdown situation if possible, via portable communication devices. Once notified, students/staff in the park shall immediately move away from the building and travel to the skating rink house at the level playing fields until the situation is clear. Students/staff engaged in community field trips will remain at their destination until cleared to return to Lakeview.
- H. The only outside communications permitted during the “lockdown and stay put” situation will be made by designated program personnel to law enforcement personnel and emergency support personnel. Phone lines should remain open to permit ongoing calls for assistance. Internal phone lines should be kept open to facilitate emergency procedures and public address access. Cell phones should not be used except to make a 911 call or maintain communication with emergency personnel.
- I. Once Emergency personnel arrive on site, they will assume responsibility for security of the building.
- J. All students/staff will remain in their “lockdown” location unless instructed to do otherwise by law enforcement officials.
- K. All procedures will remain in effect as established until local emergency management personnel issue clearance. This information will be relayed to the school population by the Principal of Lakeview or a designated program supervisor via special code. Once clearance is received, emergency contacts to families will be initiated and arrangements for the safe transportation of students to their homes will be made.
- L. Students/staff outside of the building during the lock down will be summoned to return as soon as the situation is determined safe or instructed to go to an alternate location if this is deemed more feasible.

- M. Students/staff on field trips will be summoned to return to Lakeview by the Principal (Director) of Lakeview or a designated program supervisor as soon as the situation is determined safe.

Procedures

Building Evacuation (non-fire) – Bomb Threat

In the event of an emergency situation or disaster (non-fire) requiring evacuation of the school building, the Principal of Lakeview School will make the decision to call for an evacuation. In the absence of the Principal, the Director of Security or a designee appointed by the Principal may also make this decision. The decision to evacuate will be determined whenever there is a concern for student health and safety. The decision to evacuate the building may include but not be limited to the following emergency situations:

- Boiler malfunction with possible explosion
- Noxious smell/vapor/gas
- Sprinkler malfunction
- Internal building flooding
- Train derailment
- Compromised or faulty building structures due to incident
- Earthquake or building tremor
- Other physical threat which could pose serious risks to the health, safety and welfare of students and staff.

In the event of a suspected or reported bomb threat, the Principal of Lakeview School will make the decision to evacuate the building. In the absence of the Principal, the Director of Security or a designee appointed by the Principal may also make this decision.

The Principal of Lakeview, Director of Security or designee will then enact the public address system and announce the following;

“This is a Bomb Threat, all students, staff, program personnel and visitors are to evacuate the building as per the designated evacuation route for your area.”

The following procedures will be enacted when there is sufficient reason to believe that evacuation of the school building is necessary to insure student safety:

- A. Any staff member who perceives or identifies an unsafe situation to exist within the building is required to immediately notify the Principal of Lakeview. In the absence of the Principal, the Director of Security or any program supervisor can make the call to evacuate the building.

- B. The Principal of Lakeview, Director of Security or appointed designee will make the determination, that evacuation of the school building is necessary to insure student and staff safety. That individual will then call 911 and enact emergency protocol and notify local law enforcement via emergency radio.
- C. The Principal, Director of Security or designee will then enact the public address system and announce the following;
 “It is necessary to evacuate the building, all students, staff, program personnel and visitors are to **evacuate the building** as per the designated evacuation route for your area.”
- D. Do not close doors/windows or waste time turning off lights/equipment.
- E. Therapists are responsible for assisting the students in their rooms and are to exit the building through their designated escape route. Therapists and other program staff not working individually with students are to proceed to their assigned fire stations and proceed accordingly.
- F. The Emergency Crash Cart will be designated, as a fire station, and support staff shall be designated and responsible for taking the Cart out with the evacuation drill.
- G. The Coordinator of Health Services and any consultant physicians present during an emergency evacuation shall assist the nursing department with the evacuation of medically frail students, through their designated evacuation route.
- H. The nursing department shall be responsible for the evacuation of all students in the process of receiving treatments in the nursing office. The nurses will also be responsible for bringing all necessary student emergency medications out of the building during the evacuation drill.
- I. All program personnel and students should proceed to the skating rink house at the level playing fields.
- J. Each individual classroom will hold up their classroom number for identification along with a red or green card, once all students are safely exited from the building to the skating rink. The Principal of Lakeview and Education Supervisors shall check that all classes are present and accounted for.
- K. Classroom teachers or classroom substitutes shall check student attendance according to the class registers and notify the Principal of Lakeview, or Education Department Supervisors of any missing students, using red/green cards.
- L. The Principal/Director of Lakeview or an assigned designee shall signal the end of the drill. Students and staff shall return to the Lakeview School building and resume program activities.
- M. The Principal/Director of Lakeview or a designee shall record the evacuation drill in the Emergency Evacuation Log Book.

2. In the event that it is not possible to return to the Lakeview School, students and staff will remain at the skating rink house at the level playing fields for temporary housing and transfer of students.

- A. The Principal/Director of Lakeview and Education Supervisors shall verify that all classes are present and accounted for.
- B. Upon confirmation of all students present, the Principal of Lakeview and all department supervisors/coordinators shall begin making calls to transportation companies and/or parents/guardians to arrange for the transportation of students to their homes.
- C. The Transportation Coordinator shall oversee the loading of buses and other transportation vehicles, and shall record the time of each child's departure, method of departure and sign-off that each student departure has been completed.

Revised 08/16 – Safety/Security Policy #3

Policy Acceptable Use of Computers/Computer Network and Technology Resources and Student Cyber Safety

Purpose

Lakeview School recognizes the value of information technology as a means to manage program information, facilitate program communications, enhance student learning and provide staff with resources to increase their professional knowledge and performance within the classroom/therapy setting. Access to telecommunications will allow students and staff to explore program libraries, databases, Internet sites and exchange information and communicate with individuals throughout the world. Lakeview supports access to information sources for students and staff, but reserves the right to limit in-school use to educational materials and professional purposes.

The Executive and School Administration retains the right to restrict or terminate student or staff access to the computer network/computers at any time for any reason whereby it is determined that there is illegal or unauthorized use of the Agency's network and technology resources. The Executive and School Administration retains the right to have assigned personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure proper use of its technology. Unethical, unacceptable or illegal behavior/use of the agency networks/technologies shall be just cause for disciplinary action, limiting or revoking network access privileges and use of technologies and/or instituting legal action.

It is also recognized that telecommunications will allow students and staff with access to information sources that have not been prescreened by the administration or program technology committee. Lakeview therefore adopts the standard of conduct detailed in this policy to maintain the integrity of and ensure the proper use of the agency computer networks and student safety.

Definitions

Technology: Resources such as computers, computer peripherals, adaptive switches, communication networks, databases and libraries of information and the integration of audio, video and multimedia devices for the purposes of teaching and learning.

Technology Protection Measure: A specific technology that blocks or filters Internet access to visual depictions that are obscene, pornographic (child or adult), or considered harmful to minors by:

- a. Appealing to prurient interests in nudity, sex or excretion;
- b. Depicting, describing or representing in an offensive way with respect to what is suitable for minors, an actual or simulates sexual acts or conduct;
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Minor: An individual who has not attained the age of 18.

Statutory Requirements

Children's Internet Protection Act

N.J.S.A. 18A:37-13.1 to 37-17

N.J.S.A. 18A:36-35

N.J.A.C. 6A:16-7.9

Title 18 sections 1460, 2256

USC 4700000254

Policy Guidelines

Lakeview students and staff will have access to computers, peripherals and adaptive technologies through the provision of equipment in the classrooms, computer lab, therapy rooms, offices and other instructional and administrative areas on an as needed basis, based upon budgeting limitations.

Technology shall only be used to support classroom learning, enhance therapeutic strategies, facilitate sharing of information, provide curricular resources to students/staff and increase student independence in the learning process. Lakeview shall provide updates and training in software programs utilized for student learning and staff administrative purposes.

Staff are responsible for safeguarding their user ID and passwords, and should not share or transfer this information to any other employee or student within the program. A master list of user IDs and passwords will be maintained by the Director of Security and program Information Technology Generalist.

Site licenses for software utilized by multiple users shall be acquired based upon the recommendations of the Technology Committee and approval by Executive Administration.

Software shall not be copied and/or distributed except in accordance with state and federal copyright laws. All software installed onto the network or individual media stations where there is public access shall be protected to insure that individuals who have access to such programs shall not copy them without proper authorization.

Lakeview has established a computer laboratory equipped with MacIntel computers, network and corresponding peripherals, that are available for student/staff use. This facility and equipment are to be used solely for educational purposes.

All staff having access to computers and information systems as a part of their job responsibilities will be trained in proper security procedures and confidentiality matters and kept up-to-date with any modifications or changes in program data or equipment.

The Administration shall monitor system security procedures. All electronic files, emails, and other program data may be subject to review and inspection by the executive managers or their designee to the full extent permitted by law.

Data security will be monitored and ensured through the following:

- Back-up procedure for system files, libraries, and data shall be completed in a regular and timely fashion by the school's Information Technology Generalist;
- Disaster recovery plans shall be kept up-to-date at all times;
- Password protection shall be in place and updated periodically;
- Resource security shall be in place to prevent unauthorized access to system files, libraries and data.

A Technology Committee shall be established to assure that the equipment and software needs of the school are met. Annually, the technology committee shall conduct a program needs assessment to evaluate the efficiency of current program technologies, software, network operations and staff in-service needs. The technology committee shall make necessary recommendations for modifications, purchase of new equipment, software or staff training activities to insure appropriate maintenance and use of the school's technology and network systems.

Electronic instructional media will be maintained within the computer lab and may be utilized for instructional purposes and distributed throughout the school program. Staff and students shall have the opportunity to review data, programs and other publication needs. All items available through the computer lab shall be inventoried electronically and made available throughout the Mac computer network. To avoid duplication, all media and software purchases should be coordinated and through the computer lab and approved by the Director or Augmentative Communication and Computer Services and the Principal/Director of Lakeview. In determining the appropriateness of the materials to be ordered, the following shall be considered:

- Title of material;
- Any recognized rating of the material (ie. motion picture industry, computer games, etc.);
- Relevance to the curriculum;
- Cost of the proposed software; and
- Viability of the company producing the software.

Internal communications are encouraged to facilitate an efficient exchange of information and coordination of program services. Students should be encouraged to contact peers or staff within the program for both recreational and educational purposes under the supervision of a classroom teacher, therapist or other responsible staff member. Instant messaging between students is permitted during

leisure time as long as it is in compliance with the school policies contained herein. Instant messaging during lessons or computer time may be permitted to support student efforts to complete program assignments or participate in educational activities. Staff may utilize instant messaging to efficiently share information related to program or work activities. Instant messaging should not be used to transmit confidential or personnel information.

External communications (internet) should be used to communicate with school districts and/or child study teams, to pursue professional information, to facilitate community networking/contacts, for research purposes and to facilitate appropriate and program related home/school communications. All external communications should be in full compliance with the school and agency's acceptable use policies. Emails may be sent to parents/guardians, however, they should not take the place of verbal communications, substitute for written notebook communications or utilized as a means for parents/guardians to provide permission for student participation in activities that require signed parental permission. Staff may not share confidential information regarding student progress or other issues via email with parents/guardians. Emails to parents/guardians should be limited to specific program or classroom activities such as classroom events (parties, reminders of projects due, homework assignments, etc.) or general school wide program events. Staff may not use emails to "call out sick" prior to the start of a work shift. All requests for time off should be entered into the Paycom Time and Attendance system.

Staff and students may communicate with each other via email as a means of sharing program information, to serve as a reminder for activities, to review status of projects or to reschedule therapy appointments when conflicts in scheduling arise. Staff should only use program email addresses when communicating with students enrolled in the school program. A limited number of classrooms will have email capability pending the academic, cognitive and social development of the students enrolled in the classroom.

Program technologies, computers and the network should be utilized for program purposes only. Any staff/student engaged in the following actions may be subject to disciplinary and/or legal action:

- Using the School's technology and information resources for illegal, inappropriate or obscene purposes;
- Using the computer network and school computers to violate copyrights, institutional or third party copyrights, site licensing agreements or other program contracts;
- Using the network in an unethical and destructive manner by:
 - Intentionally degrading or disrupting network traffic or equipment, system performance or crashing the network;
 - Using the technology resources of the school for commercial purposes, financial gain or fraud;
 - Gaining or seeking unauthorized access to the files of others or vandalizing the data of another user;
 - Forging electronic mail messages or using an account owned by others;
 - Posting anonymous messages on the school/agency website;
 - Using the network to harass or victimize other users;
 - Maintaining data or files that are in direct violation of this policy; and/or
 - Engaging in activities that do not advance the educational purposes for which the technology/computer networks were intended.

Lakeview is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers networked within the school and agency, that will block and/or filter visual images and language that is obscene (as defined by section 1460 of Title 18 United States Code); pornographic (as defined in section 2256 of Title 18 United States Code); or harmful to minors as described in the policy definitions. The school will certify on an annual basis that the technology, network, lab and other media are in compliance with the Children's Internet Protection Act.

Staff are responsible for supervising student activity and their safety when utilizing the internet and World Wide Web. Students shall not be granted access to inappropriate subject matter on web sites as described above and should be monitored when using email, chat rooms and other forms of electronic communication. Students shall not be given access to school administrative files, confidential school information and shall be restricted in access to materials deemed harmful to minors. Students may not disseminate their personal identification information (name, address, phone number) or photos. Staff/students violating this policy shall be subject to the consequences which include but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges or technology resources;
- Revocation of network privileges or technology resources;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Probationary status (staff);
- Suspension from employment (staff);
- Suspension from school (student);
- Expulsion from school (student);
- Discharge from employment (staff); and/or
- Legal action and prosecution by authorities.

Students at Lakeview will also be provided with instruction regarding appropriate on-line behavior and cyber-bully awareness in conjunction with the school's intimidation, harassment and bullying policies. Instruction and guidance will regularly be provided to those students through classroom instruction, computer lab lessons and individual therapy sessions.

There may be rare occasions when the installed safety protection measures fail, and staff/students may unintentionally be exposed to information or a visual depiction considered harmful to minors as defined under the definitions. In such instances, staff should follow through procedurally by;

- Immediately notifying their immediate supervisor of the event and activities that led to the exposure to the objectionable information, or in their absence any of the following:
 - Principal of Lakeview;
 - Director of Security;
 - Another program supervisor; or
 - An executive manager.
- Completing an incident report of the breach in safety protection by describing:
 - The nature of the objectionable information or depiction;
 - The antecedent events that led to the discovery of the objectionable material;

- Number of students/staff exposed to the objectionable material; and
- Response to the situation.

Following such report, the school/agency's information technology staff will seek to rectify the problems and reinstate the protection measures necessary to insure student/staff safety. If necessary the network may not be accessible for the period of time necessary to make the successful repairs/adjustments to insure that safety protections measures are in functional order.

Lakeview will annually disseminate information regarding acceptable use of computers, computer networks and technologies to all parents/guardians of enrolled students. Such information will be posted in the Lakeview School Parent Handbook. Annually, parents/guardians shall sign permission for their child(ren) to access the school/agency's network and visit various internet sites for instructional and recreational purposes as a part of their educational program.

08/10 – Safety/Security Policy #4

Policy Reporting Suspected Child Abuse or Neglect

Purpose

The health, safety and welfare of all children enrolled in Lakeview School is a primary concern. Lakeview School in accordance with state and local mandates will establish policies and procedures for the reporting of allegations of child abuse and neglect to the Division of Children Permanency and Protection (DCPP) and to cooperate with the investigation of such allegations.

Definitions

Abused Child: An abused child as defined by **N.J.S.A.9:6-8.9** means a child under the age of 18 years whose parent(s)/guardian(s) or other person having his custody and control:

- Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss of impairment of any bodily organ; or
- Commits or allows to be committed an act of sexual abuse against the child; or
- Or a child whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of the parent/guardian, or such other person having custody and control, to exercise a minimum degree of care (1) supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or through offered financial or other reasonable means to do so, or (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal

punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or by any other act of a similarly serious nature requiring the aid of the court; or

- A child who has been willfully abandoned by his parent(s)/guardian(s), or such other person having custody and control;
- Or a child who is in an institution as defined in section 1 of **P.S.1974, c. 119 (C.9:6-8.21)** and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

Statutory Requirements

N.J.S.A. 9:6

N.J.A.C. 6A:16-11.1

Policy Guidelines

As per **N.J.S.A. 9:6-8.10**, any person having reasonable cause to believe that a child has been subject to child abuse or acts of child abuse shall report the same immediately to the Division of Children Permanency and Protection. Such reports, when possible, shall contain the:

- names and addresses of the child and his parent(s)/guardian(s);
- the age and grade of the child;
- a description of the child's conditions including any available information concerning current or previous injuries, abuse, or maltreatment;
- the nature and extent of the child's injuries, abuse, or maltreatment; and
- any other pertinent information that the referrer believes may be relevant with respect to the child abuse and to the identity of the alleged perpetrator.

As per **N.J.S.A. 9:6-8.13**, no school personnel will be discharged from employment or in any manner be discriminated against with respect to compensation, terms, conditions or privileges of employment as a result of making in good faith a report or causing to be reported an allegation of child abuse.

Lakeview School administrative staff shall assure full cooperation with the Division of Children Permanency and Protection in the investigation of alleged child abuse or neglect that has occurred at any time outside the school or within the confines of the school or during a school-related function. The Principal of Lakeview shall follow all recommendations of findings for investigations involving school personnel as defined in **N.J.S.A. 9:6-3.1**, and shall provide for the release of students from Lakeview School or transfer of students to another school or class under the direction and guidance of DCP.

The Principal of Lakeview shall serve as a liaison to DCP and shall permit DCP to:

- Interview school children in the presence of the Principal or an authorized Lakeview School designee for the purposes of support and comfort. At no time shall the school representative participate in the investigation.

- Cooperate with DCPD in scheduling interviews with any school personnel who may have information relevant to the investigation.
- Release, in accordance with **N.J.S.A. 18A:36-19** and **N.J.A.C. 6A:32-7.5**, all student records of the child(ren) under investigation that are deemed to be relevant to the assessment or treatment of child abuse.

Any allegations of child abuse or neglect reported to DCPD about a school employee shall be considered confidential and may be disclosed only as required in order to cooperate with the DCPD investigation. As determined by DCPD and with appropriate authorization from DCPD, the Principal of Lakeview or a designee will permit students to be removed from school during the course of the school day as a means of protection for the child. School personnel who have been temporarily suspended or reassigned as a result of a DCPD investigation will be afforded their due process rights as specified in **N.J.S.A. 9:6-3.1**. If during the course of the DCPD investigation and upon receipt of the official paperwork, the allegation against the employee is determined to be unfounded, the Principal of Lakeview shall make sure that all references to a DCPD report, investigation or intervention will be expunged from the school employee's personnel file. The DCPD report shall not be used against the employee for any purpose relating to their employment or their employee rights and privileges.

Annually, the Principal of Lakeview or a designee will provide orientation and in-service training to staff regarding the reporting of suspected child abuse and neglect.

Procedures

Suspected Child Abuse or Neglect

- A. Any staff member suspecting that a student in Lakeview School has been abused in any manner should immediately report the concern to:
 - The Principal of Lakeview
 - School Social Worker
 - Nursing department and/or
 - Contact the Child Abuse Hotline at 1-800-792-8610 or 877-652-2873 to report the suspected abuse.
- B. Any of the above-referenced staff may contact DCPD to report suspected abuse in the event the staff member reporting the abuse is unable to.
- C. A written documentation of the suspected abuse shall be compiled by the staff member reporting the suspected abuse or any of the above referenced program personnel utilizing the appropriate school form (incident report form #129).
- D. The Principal of Lakeview will make provisions for DCPD to investigate all reported cases of suspected abuse and/or neglect by:
 - Assisting the DCPD investigator with the scheduling of student and/or school staff interviews;
 - Providing access to school records, anecdotal information and any other pertinent program information;

- Providing DCPD with opportunities to conduct program observations as necessary.
- E. Allegations of abuse by a program staff/Lakeview employee will result in the immediate suspension of the employee from the school program until the DCPD investigation is complete. Pending the recommendations of the DCPD investigation, the employee may return to their assigned position or separated from their employment with Lakeview School.
- F. If the allegation against the program staff/Lakeview employee is unfounded, all references in the report will be expunged from the employee's personnel file. The information will be kept confidential and will not be used for any purpose relating to the employee's work performance, rights and privileges.

07/16 - Safety/Security Policy #5

Policy **Megan's Law**

Purpose

The welfare and safety is primary responsibility of all children enrolled in Lakeview School. The Lakeview School will set forth and implement policies and procedures to protect the safety and well-being of students enrolled in the school program in compliance with Megan's Law.

Statutory Requirements

N.J.S.A. 2C:7-2

Policy Guidelines

The county prosecutor's office will make the determination to notify the Lakeview School of the likelihood to encounter a Tier Two or Three offender. Inservice and notification to staff regarding the known offender will be conducted in accordance with the guidelines established by the Middlesex County Prosecutor's Office Memorandum (March 30, 1998).

Tier Two Notification

The discretion to make the determination as to which employees within the school will be informed of the notification is the responsibility of the Principal/Director of Lakeview. Only employees and other designated personnel who fit the context of the following description will be notified:

The principal should share the notice with any person who in the course of the duties of his/her employment or assignment is regularly in a position to observe unauthorized persons on or near the property of the notified school.

The following is a list of Lakeview School personnel who will be notified:

- Program supervisors/administrators
- Classroom teachers (special education, preschool, special subjects teacher)
- Paraprofessionals (teacher assistants, classroom aides, personal aides, therapy aides, and transportation coordinator)
- Therapy staff (occupational, physical, and speech therapists)
- Social Services staff
- Nurses
- Daytime custodial staff
- Field placement students (only senior level interns or student teachers whose field placement activities include the supervision of children individually or in a group setting with other program staff either in or out of the school building or on any part of the school grounds)

In accordance with the guidelines set forth by the county prosecutor's office, the Lakeview School will not disseminate information regarding Tier Two Notification Offenders to any of the following groups or individuals:

- Members of parent-teacher organizations
- Organizations using school facilities
- Other schools
- Parents or guardians of students
- Press or media
- Students
- Employees, staff, volunteers, or field placement students who do not fit the above definition

If any individual from the above-mentioned excluded groups contacts the school or any school personnel, the notified school personnel will neither confirm or deny whether notice as to any particular offender has been received or whether any notice has been received at all. No one may reveal the name or specifics regarding any offender. The only information that may be provided is the fact that procedures are in place to deal with potential notifications.

Tier Three Notification

In the event of a Tier Three Notification, the Lakeview School will disseminate information in accordance with the guidelines established by the county prosecutor's office. The notification will be under the county prosecutor's discretion to include students and the parents/guardians of those students.

In the event of a Tier Three Notification, correspondence will be sent to the above parents/guardians from the school in the form of notices provided by the county prosecutor's office. It will be the responsibility of the Principal/Director of Lakeview to provide a cover letter informing the students and parents/guardians that the school employees are aware of the existence and location of the offender and that precautions will be taken to protect the children. All correspondence leaving the school will be

sealed and will include a form for the parent/guardian to sign to indicate receipt of the notice. All receipts will be collected and maintained on file at the school in a secure location.

Students in Grade 9 and above or age equivalent to those grades possessing the cognitive ability to understand the scope and seriousness of the above-referenced information will be notified. The procedures for notifying these students will be in the same manner as for parents/guardians. Guidance will be provided to the students explaining the purpose of the notice and the need to refrain from illegal or inappropriate actions against the offender, the need to use precautions, and information about the best ways to protect themselves.

Known offenders who are students or parents/guardians of students will not be restricted in activity. These individuals may enter the school for the purposes of school business only and will follow the security procedures established for the school. All visitors will register with the school office and wear identifying security badges during the course of their visit. The Principal/Director and Supervisory personnel will be advised of their visit and be available to ensure that correct procedures are followed. Only individuals with judicial restraining orders or conditions of probation or parole may be limited in their activities regarding the school.

New Staff Notification and Subsequent School Years

Notices will be retained in a secure location for training of newly hired staff. Staff training will be conducted annually in these procedures. Tier Three notices will also be distributed to the parents/guardians of students newly enrolled during the school year. Tier Three notifications will be conducted for students meeting the previously defined criteria referenced in this policy. Tier Two and Three Notifications will be disseminated until which time the county prosecutor's office advises the Lakeview School that the notice may no longer be utilized.

Notification Received During School Vacations

The procedures for Tier Two and Tier Three notifications will be followed for any employee working during the school vacation. Staff not working during the school vacation will be notified when they return to work.

Tier Three notifications received during a school vacation will be disseminated to parents/guardians when the school program resumes. Notices will be distributed in accordance with the procedures set forth in this policy.

Consequences of Improper Dissemination of Information

The information set forth in these policies is being provided in accordance with the guidelines set forth by the Middlesex County Prosecutor's Office Memorandum (March 30, 1998). This information is being provided to school personnel to provide them with the opportunity to take appropriate steps to protect students under their supervision. Only law enforcement (county prosecutor) has the authority to decide who will receive notices.

School personnel are receiving sex offender notices in their official capacity and are not to disseminate information about an offender to anyone unauthorized or not permitted by these guidelines to receive such information.

Improper dissemination of the information about an offender may lead to disciplinary action being taken. It might also lead to a charge of Contempt of Court that could result in incarceration and a fine.

Any staff or school personnel having reason to believe that an offender who has been the subject of notification is a danger to someone outside the school environment should immediately refer this information to the local police or county prosecutor. Information of this nature should also be referred to the Principal/Director of Lakeview or Program Supervisors so that proper procedures may be followed according to these school policies.

08/16 – Safety/Security Policy #6

Lakeview School Program Policy Manual

Section Four

Program Operations Policies/Procedures

Policy **Child Management Policy**

Purpose

The welfare and well-being of all enrolled students is one of the most important concerns of Lakeview School. A positive approach for meeting the needs of all students is necessary.

Frequently, students may demonstrate challenging behaviors which are not conducive to learning and are not safe. It must be recognized that all behavior serves as a communicative function, and it is the responsibility of the school personnel to teach students a more acceptable way to communicate their needs. Our goal is to promote a positive attitude toward school and assist our students in developing satisfying relationships with their peers, authority figures, and caregivers.

Definitions

Behavior Plan: A detailed method for managing student behavior that will specify the individual behaviors to be extinguished or promoted, behavioral interventions to be utilized and a method of charting student progress.

Corporal Punishment: The act of a person to inflict or cause to be inflicted any physical, verbal or emotionally abusive consequences to manage student behavior. A detailed description of each specific instance of abuse neglect is outlined in this policy.

Behavior Crisis: An escalation of behavior(s) that may result in physical conflict to the extent that the student exhibiting the behavior may pose a risk of safety to themselves, other students or staff. The physical conflict may include aggression towards others, destruction of objects/property or self-injurious behavior. The severity of these behaviors would require intervention by others to ensure the student's safety as well as the safety of others.

Crisis Management Training: An approved course of study. Currently **Handle With Care** is the only training program approved for Lakeview School.

Statutory Requirements

N.J.S.A. 18A:6.1

Policy Guidelines

In all cases, positive approaches to classroom management are recommended as a means of providing students with a clear and consistent understanding of classroom rules and behavioral expectations.

The following is a list of acceptable techniques of behavior management endorsed by Lakeview School:

- **Forms of Reinforcement:** Positive reinforcement is defined as the use of incentives or motivators to increase student performance and compliance within the classroom. Concrete and social rewards, token economy, behavior contracts, earned privileges/activities, praise, and

forms of systematic attention and approval all are forms of positive reinforcement. Other reinforcements may include the lessening of demands or giving breaks and passes from routine work as a result of desirable behavior. Gift cards are prohibited.

- **Prompting:** Prompting is defined as the use of cues (verbal, tactile, visual), reminders, ongoing constructive feedback, and provision of assistance or modeling the expected behavior or performance that allows the student to successfully complete your requested task.
- **Planned Ignoring:** Planned ignoring is a systematic method of withholding a response to a specific behavior exhibited by a student. It is used when it is suspected that the behavior appears to increase or persist when given any type of attention from others, either positive or negative. It is planned in advance of an activity. Announcing that you are ignoring is not “ignoring”.
- **Redirection:** Redirection is defined as the use of any technique (verbal, visual, or other) that takes the student’s attention and focus away from the disruptive behavior and directs it to a thought or activity that is incompatible with that behavior or interrupts a power struggle. The use of redirection takes the control of the situation away from the student.
- **Time out:** A definitive period of time whereby a student is removed from a situation to allow him/her time to calm sufficiently, and to provide an opportunity to reason with him/her to determine the reasons for being upset. Keep in mind that when a student is having a tantrum, they are trying to tell you something and should not be simply dismissed as seeking attention. A student in time out must always be monitored by a staff member. It need not be out of the classroom. Time out should be as short as possible (no more than 5 minutes unless specified in behavior plan), reintegrating the student as soon as possible. In order for a student to truly understand why they had a time out, when they are returned to the activity, they must be reinforced for appropriate behavior, once demonstrated. If the technique of time out is frequently used for the same behavior, then it is not the appropriate technique or the behavior would be decreasing.
- **Punishment:** There are various types of punishment, but only some are acceptable in the school environment. At no time will corporal punishment be allowed which may include physical abuse, verbal abuse, emotional abuse or confinement. If materials or equipment are being misused by a student, they can be removed. A student may be required to make restitution for something he has done (pick up a thrown item, return an item that was taken from another student, etc.). A preferred leisure activity can be withheld. All of these methods are subject to the student’s ability to understand the relationship (contingency) between their behavior and the consequence.

A review of techniques and their effectiveness for individual students will be conducted as necessary to address specific student management issues. In some cases, a short term behavior plan will be written in collaboration with the BCBA, student’s teacher, therapy team, program supervisors and/or program consultants who can contribute to the development of an appropriate intervention. The behavior plan will address the need to decrease certain undesirable or unproductive behaviors, which techniques are recommended, and will also address a more acceptable behavior to be taught as a replacement. Whenever a specific behavior plan is developed for a student, all program staff with assigned

educational responsibility will be required to follow and adhere to the interventions developed for the student. In the event that the short term intervention is not successful, the Principal of Lakeview will convene a meeting with the child study team of the student's sending district to determine if a long term behavioral intervention should be included in the student's IEP, and which supports or services may be required to implement the recommended intervention.

As per **NJAC 18A:6-1**, at no time shall corporal punishment be used as a means of dealing with inappropriate or disruptive student behaviors. The following forms of corporal punishment (abuse and neglect) by any program staff member or field placement student/intern will not be tolerated:

- **Physical Abuse:** Physical abuse is defined as hitting, shaking, pushing, squeezing, pinching, punching, kicking, or any other use of physical force inflicted on a student that could be interpreted as physical abuse or result in physical/emotional harm to the student. Also included in this definition would be the withholding of food/liquid (lunch or scheduled classroom snack), withholding of necessary assistance, or denying rest or a break when required by the student's physical condition.
- **Verbal Abuse:** Verbal abuse is defined as the use of abusive language, ridicule, name calling, screaming or raising of one's voice to the extent that it may be interpreted as intimidating or alarming by the student or others.
- **Emotional Abuse:** Emotional abuse is defined as the use of humiliation, unnecessary or derogatory teasing, withholding of rewards (unless specified in a behavior plan), withholding of positive emotional responses, neglect of the student during regular classroom activities, or assigning shame or embarrassment to a student for situations which may arise from his/her physical disability.
- **Confinement:** Confinement is defined as removing the student from the classroom to an isolated physical setting (closet, storage room, unoccupied room, etc.) without supervision and without a plan for reintegration. The use of mechanical or physical restraints to maintain a student in a seated or stationary position, or to inhibit specific movement, that is not solely for the student's safety secondary to his/her physical disability, is also a form of confinement if there is no behavior plan in place to authorize the use of such restraints.

There are times when a student may have a behavioral outburst so severe that it will be considered a **"behavior crisis"**. A crisis may or may not require the use of restraint as an intervention. When a student is in "crisis" the staff person(s) with the students need to determine whether or not additional assistance is needed. If additional support is required to manage the student, members of the classroom team will be called to the location of the crisis. Behaviors that escalate to the point where a student cannot be safely maintained within the environment and show no response to attempts to "de-escalate" the behavior then **restraint** may be used as an intervention. **Human restraint** may be applied utilizing as minimal force as necessary for safety to control the situation only under the following circumstances:

- to quell a disturbance threatening physical injury to the student himself or others;
- to obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
- for the purpose of self-defense; and

- for the protection of persons or property.
- severe self-injurious behavior.

At no time should a staff person put themselves in harm's way and attempt restraint as an intervention unless it appears that there is no alternative to managing the student in "crisis" and continuation of the behavioral outburst will result in more harm to the student and others.

Under these circumstances, it is permissible to remove the student from the immediate area for protection (their own and others) by utilizing approved methods of restraint. If additional support is required to manage the student, members of the classroom team will be called to the location of the crisis. Annually, the Principal of Lakeview will develop Crisis Response teams based on staff training in crisis management and PCT techniques. Staff who are not on the Crisis Response team list, should not report to offer assistance in the crisis and should refrain from getting involved in any manner.

When a PCT is used, it should not continue beyond the time it takes for the student to regain control. Whenever human physical restraint is utilized to control a student's behavior, each individual present for the use of this procedure will immediately complete a PCT report, (form 225A) and provide a detailed account of the following:

- a description of the behavior warranting the use of restraint
- the actions taken by staff to calm the student prior to the use of restraint
- the names of all individuals present (witnesses)
- the length of time the restraint was applied
- the type of PCT used
- Each individual involved in or witness to the incident will complete a PCT report (form 225A). These forms will be completed independently with no collusion between staff members present at the time of the episode. Staff present/involved in the matter may not discuss this further and must provide this information based upon their individual observations of the event. Copies of this incident report shall then be forwarded to the department supervisor and Principal of Lakeview.

Following an incident requiring the use of physical human restraint, the parent/guardian of the child shall be notified via telephone and a record of the call recorded on the PCT report. The department supervisor or Principal of Lakeview will notify the case manager of the student's resident district.

Sometimes a student may demonstrate **constant** or **preservative, self-injurious** behaviors that will result in serious or long lasting or permanent physical harm/damage (eye poking, severe hand biting, head banging, etc.). In such cases, when consistent one-to-one supervision cannot be employed, mechanical restraints may be necessary to prevent the student's repeated attempts to harm themselves. A mechanical restraint may be recommended as a temporary intervention to ensure student safety and assist in diminishing the self-injurious behavior. Mechanical restraints such as seatbelts, helmets, trays or desk attachments, harnesses, foot straps, arm/elbow splints, etc., should not be applied until a review of previous interventions and the function of the behavior is conducted. LEA and parent/guardian written consent must be granted and documented in the IEP prior to the initiation of this intervention.

Repeated applications of behavioral interventions that do not result in sustained improvement in behavior may result referral to another program in suspension or termination of placement.

In such cases, the policies/procedures regarding student suspensions and terminations will be initiated as established. A meeting with the parent/guardian and LEA will be convened to address these issues and determine if a change in the student's program, class placement, or IEP is warranted.

All newly employed staff members will receive in-service and training in the child management policies and procedures upon their initial hire. All staff will receive crisis management training. All program staff will receive annual in-service of these policies and procedures at the start of each school year during program orientation activities.

Procedures

Child Management

- A. The teacher, therapists and classroom staff should initially discuss the method for dealing with the challenging behavior of a student. Interventions which include positive means to motivate the student to participate should initially be tried in the classroom.
- B. Ongoing or significant behavioral concerns should be documented by staff on Incident **Report/Contact Sheets (Form #129)** and copies should be distributed to the school program supervisor as well as the Principal of Lakeview. This anecdotal information will become a part of the student's file.
- C. A behavioral staffing may be requested at any time by a member of the treatment team or a supervisor. The discussion will be documented for the student's file along with any recommendations that might be offered. The Principal of Lakeview or a designee may contact the case manager of the sending school district to alert them of the problem and the attempted interventions.
- D. A short term behavior plan may be developed at the staffing, which will be trialed by the staff working with the student. Training will be provided. Some form of data collection may precede the plan to help formulate it, or may be collected as part of the plan to assess its effectiveness. Parents/guardians will be informed of the behavior plan and must grant consent prior to implementation. Summary reports and pertinent documentation will be entered into the student's file. Correspondence to outside interests (counselor, doctor, etc.) will be forwarded with the permission of the parent/guardian if indicated.
- E. The short term behavior plan will be revised as needed through ongoing discussions, written documentation and observations of the staff and the student. In the event that short term strategies are not effective, a meeting will be convened to include the parent/guardian and district case manager to assess further development of strategies and supports to address the behavior. At such meeting, a Functional Behavior Assessment may be recommended and following assessment a formal long-term behavior plan may be developed for inclusion into the student's IEP.
- F. In the event that the behavior plan produces no effective change in the student's behavior, it may be necessary for Lakeview Administration to take a position that the student's needs are

not able to be met in the current program setting. Documentation of interventions tried over time and corroborating data will serve as the necessary evidence. Changes within the program may be trialed if appropriate and available (transfer to a different classroom, assigning additional staff to the classroom, providing one-on-one supervision, etc.). If necessary, additional IEP meetings may be convened to reflect the changes in the student's program.

- G. If it is determined that physical or mechanical restraints may be employed as a strategy within the Behavior Plan, parents/guardians and the sending district case manager must provide consent and the IEP will be revised to document the use of these interventions.
- H. Behavior plans will be reviewed on a regular basis (or at least annually) prior to the scheduled IEP to determine the need for continued use of the plan, modifications, or alternate interventions.
- I. If additional support is required to manage the student, members of the classroom team will be called to the location of the crisis.
- J. Incident reports will be completed for all significant behavioral outbursts or each time it is determined necessary to apply human physical restraint based on the criteria established in the school policy as defined by New Jersey School Code. Incident reports will be completed by each staff member involved in the matter, separately. Staff may not confer or collude in the matter of the incident and must give separate accounts of the actions taken during the matter to the best of their ability. Form 129 will be used for this purpose.
- K. Following the use of human physical restraint, the department supervisor or Principal of Lakeview will contact the parent/guardian and case manager of the student's resident school district to advise them of the behavioral incident and the need for the use of restraint..

If a student's behavior becomes so severe that it poses a danger to self or others or is a significant disruption to the educational process, the Principal of Lakeview School has the discretion to suspend the student from school as specified in Lakeview School's policies/procedures regarding student suspensions. In the event of student suspension, the Principal of Lakeview will contact the LEA and convene a meeting of the IEP to determine appropriateness of placement or to seek additional services if necessary to maintain the student in the current school placement.

8/16 – Program Operations Policy #1

Policy Student Staffing Meetings

Purpose

Student staffing meetings offer the treating team the opportunity to meet and review student programs, goals and objectives, therapeutic interventions, progress and behavior plans collaboratively. These meetings are conducted minimally on an annual basis to ensure that the focus of the student's individual program is reflective of the IEP and addressing student program needs. Staffing meetings may occur as often as needed throughout the school year to address individual concerns regarding student

progress, implementation of therapeutic or behavioral interventions, changes in medical or social status or to make revisions to the current program.

Policy Guidelines

Staffings should be conducted based on student need and may be scheduled minimally one time per year in advance of the student's scheduled IEP or many times during the school year until it is determined that student educational, therapeutic, medical and behavioral issues have been adequately addressed within the school program.

Annually a staffing list will be generated by the school office of student dates for scheduled or anticipated IEPs. Prior to each IEP meeting, a program supervisor will chair a staffing meeting with the students team to determine the focus of educational and therapeutic goals/objectives, rate of related services, need for medical follow up or to review adaptive equipment and technology needs.

Staffings may also be scheduled for other reasons as follows:

Initial Student Staffing. Upon initial entry into the school program, a staffing meeting will be convened following a 30 day evaluation period in which each discipline will assess the student's present levels of developmental functioning. An initial staffing meeting with all disciplines will then collaboratively determine if the current educational and therapeutic goals/objectives in the student's IEP are appropriate or if there are other goals or changes that should be considered.

Behavior Staffing. Should a student demonstrate inappropriate or maladaptive behavior during the school year that would require the development of a behavior plan or behavioral intervention, a staffing to address the behavior will be convened. This staffing must include Lakeview School's BCBA as well as all classroom staff working with the student. The BCBA with the participating staff will determine, the interventions to be used, means of documenting data and to determine if a formal behavior plan needs to be included into the student's IEP.

Discharge Staffing. There may be occasions when it would be advisable to conduct a staffing prior to a student's discharge from Lakeview School due to graduation, change in placement or relocation. The treating team may convene to discuss recommendations for the new program/placement, the need for training of staff who will be receiving the student, equipment concerns, community resources or social programs that can assist the family as well as a plan for the student to ease their transition into the new program/placement. The school social worker should be included in discharge staffings.

All staffing meetings need to be recorded on the student staffing form (43B). All staff in attendance are required to sign this form. At the conclusion of each staffing, recommendations will be developed with assignments for staff completion and follow up.

Staffings are program notes that will become a permanent record of the child's program. The original student staffing form will be filed in the student's black chart in the program section upon completion and copies will be made and forwarded to:

- Treating team (teacher, OT, PT and ST)
- Education Supervisor or Therapy Coordinator
- Principal of Lakeview

- Social worker assigned to the student's class
- Coordinator of Health Services (if medical staffing)

08/16 – Program Operations #2

Policy Release of Students

Purpose

Students attending Lakeview School in most cases will be traveling to/from school via a school bus or other district contracted transportation unless parent/guardians have opted out of district contracted transportation services and have made arrangements to transport their own child to school. In some instances a parent/guardian may opt to pick up their child early from school and not send them in on approved district transportation. Parents/guardians may also opt to have other family members pick up their child from school. To ensure that each student attending Lakeview School is safe and accounted for, the following policies regarding release of students have been adopted.

Definitions:

Custodial Parent: The individual(s) with legal primary custody and guardianship for a minor (under 18) or adult student as a result of birth, adoption or court order of legal guardianship with assigned responsibility for the care of the student.

Policy Guidelines

Upon admission to the school program, the custodial parents/guardians of students attending Lakeview School will be identified and their information will be entered into the Lakeview database and student charts. Only those persons identified as having assigned parental custody of the student will be allowed to pick up their child from school for any reason unless otherwise notified in writing.

If a parent wishes for another individual to pick up their child from school, they must notify the Principal in Lakeview in advance in writing. The note must include the following information:

- Name of individual picking up the student and relationship to student
- Date/time of anticipated pick up.
- Reason for early pick up from school.

The information regarding the student's release to another individual will be provided to the security guard at the reception desk, the classroom teacher and assigned Supervisor of Education. At the time of pick up, the security guard will request identification to verify the identity of the person with assigned responsibility for picking up the child. The security guard will have the person then sign an early dismissal form with their name, the child's name and the date/time of the pick-up. This information will then be filed and maintained in the student's black chart.

Students are expected to take the school bus to/from school each day. On days when a parent opts to pick up their child from school, they must notify the school office and/or classroom teacher in advance, so that program staff will have advanced warning not to send the student home on the school bus.

Parents picking their child up early from school, will need to sign and date an early dismissal slip available with the security guard at the reception desk.

Revised 08/16 – Program Operations #3

Policy Student Attendance

Purpose

Lakeview School is an approved private school for student with disabilities by the New Jersey Department of Education. As such, reporting requirements are a part of the contractual agreement with each LEA sending students to attend the Lakeview School. Each classroom teacher or school therapist is required to account for student attendance within their assigned classroom or therapy caseload. The Lakeview School sets forth policies and procedures to ensure compliance with state mandates and contractual agreements with LEAs.

Definitions:

Full day session: A day school is in session of a duration of 4 or more hours.

Half Day Session: A minimum of 2.5 hours in either the morning or afternoon, either before/after 12:00 p.m.

School Register: A record of attendance for each enrolled student for each day school is in session.

Statutory Requirements:

N.J.A.C. 6A:32.8.3

Policy Guidelines:

Classroom Attendance

Student attendance shall be taken daily for each day school is in session. Only those students in school under the guidance of a classroom teacher shall be considered present. A student should be marked "present" for either a full day or a "half day".

A full day session for Lakeview School is 9:00 to 3:00. The lunch hour is designated at 11:30 to 12:30, therefore students have a total of 5 instructional hours. Students will be marked present for a full day if they are in attendance for both sessions. Students will be marked present for a half day if they are present for the morning session (9:00 to 11:30 a.m.) or the afternoon session (12:30 to 3:00 p.m.)

Students that arrive late to school shall be marked as late. Students must attend a minimum of one hour of a designated morning or afternoon session in order to be considered present. Therefore students must arrive to school by 10:30 a.m. in order to receive credit for attending the morning session of school. Students must stay until 1:30 before dismissing to receive credit for the afternoon session of school.

Students should be recorded as present, absent or “excused for religious holidays”. An annual list of religious holidays will be prescribed by the state Commissioner of Education.

Classroom teachers shall notify the school office of all student absences and complete the daily attendance sheet with appropriate reasons for absence when possible. School office personnel will enter student absences into the school database for recording and reporting purposes. This information will be verified and checked again the following school day to ensure all reported absences are correct.

The school office will complete a monthly attendance report for submission to LEAs each month. The school office will complete a list of student attendance for each classroom. The assigned classroom teacher will review and verify the information on the monthly class attendance report. The classroom teacher will sign the report at the end of each month. Once verified, this information will be forwarded to the LEA.

The school office will be responsible for tracking student attendance on a daily basis. As per the requirements in the school contracts with the LEAs, the school office will report all students absent 5 days or more. Correspondence regarding student 5 day absences will be sent to the enrolled student’s case manager. This process will be repeated on a weekly basis for the duration of the time that the student is absent to ensure that the district case manager is informed and can follow up accordingly. If Lakeview School personnel are aware of the reasons for the absence, this information will be included in the correspondence to the district.

Monthly attendance will be forwarded with the tuition billing to the business offices of the LEAs.

Therapy attendance

Related services providers will record the student as being present each time a student is provided therapy services as specified in their IEP. Only those students in school under the guidance for the scheduled therapy session of a related services provider shall be considered present.

Students will be marked absent and not receiving a related service, only when they are not present in school during a time when related therapy services would be provided. If a therapist is not present during a time when a related therapy service should be provided to a student, the related therapy provider will be responsible for providing the missed session at a later date. Related services providers must make up a missed therapy session when:

- Related services provider is absent from work, late or leaves early during scheduled therapy sessions;
- Is in attendance at a professional development conference or workshop during scheduled therapy time;
- Attends another event during the school day that would preclude the delivery of services to the scheduled student (ex. Field trip):

Related services providers may consider the following as a valid part of their services to the student and record it as a session of service to the student when:

- In attendance at a student’s IEP
- In attendance at a scheduled medical clinic for the student

- Parent meeting during non-scheduled parent conference days or home visits. Meetings may be held for the purposes of demonstrating a home therapy program, training on equipment, etc.
- In attendance at a scheduled adaptive equipment/assistive technology clinic for the student.

Related services providers should use the approved school codes when recording the provision of related services for students during scheduled therapy sessions. The key is located at the bottom of each therapy attendance sheet.

Therapy attendance sheets need to contain the related services provided weekly to the student and the number of possible therapy sessions per month. The monthly number of possible sessions will change with each month pending possible number of days school is in session, holidays, professional development days and parent conference days.

Related services providers are responsible for completing SEMI attendance reports for students eligible as identified by the LEA. These reports may be done electronically or manually pending instructions from the LEA. It is the responsibility of the treating related services provider to submit these reports on time as identified by the LEA when completed electronically or by the school office staff responsible for the compiling of manual reports to be forwarded to the LEA.

08/16 – Program Operations #4

Policy Student Progress Reports

Purpose:

It is necessary to regularly review and assess student goals and objectives to determine if students' are progressing in their current school placement and to determine if current goals/objectives within the student's IEP continue to be appropriate. Lakeview school will ensure that student progress is assessed a minimum of 4 times per school year in accordance with state mandates.

Policy Guidelines:

Classroom teachers and Related Services personnel will assess student progress quarterly. Lakeview School has set the following schedule for assessment of student progress for the months of November, February, May and August.

Professional staff are to complete progress updates within 2 weeks of the due date established by the Principal of Lakeview. All students should have a progress update for their goals/objectives unless there are circumstances that would prevent the staff from recording progress. Such instances may include but not be limited to:

- Excessive absenteeism (50% or more)
- Initial placement into program
- Change in date of IEP
- Temporary discharge

Staff making progress notations are to mark the top of the column with the appropriate marking period (month/year). Marking periods are determined by the date of the student's IEP. This is to be reviewed each time an annual review of the IEP is completed. Staff are to place a notation for each goal and objective. Staff making progress notations are to sign and date (date notation/progress is made) at the bottom of each marking period column. If there are any qualifying notes to further explain the student progress or lack thereof, it should be noted on the designated area at the bottom of the goal/objective page. These notes should be signed and dated as well.

In cases whereby a student does not attend the extended school year program, is on a temporary discharge or has a prolonged illness and absenteeism, a notation on the appropriate marking period needs to be made as appropriate:

- Did not attend extended school year
- Temporary discharge from program
- Excessive absenteeism.

Marking period columns should not be left blank. A rationale or justification for the reasons why progress cannot be assessed must be accounted for the present marking period.

The school office is responsible for sending progress updates to the students' LEA as well as parents/guardians and a copy of all correspondence accompanying the progress update is to be filed in the students' black charts.

07/15 – Program Operations #5

Policy Student Personal Equipment – Mobile Devices

Purpose:

Lakeview School recognizes that students may use mobile devices within the educational setting for program activities, communication or leisure use that have been purchased or furnished by their families or school districts (LEA). This policy defines the acceptable use of such devices and their use within the school program. These policies are designed to protect the student, LEA and family's interests and use of the device as well as to prevent the possibility of any malicious software infecting the Lakeview School's computer network. All mobile devices in use during program hours will follow the same policies and procedures outlined in Lakeview **School's Acceptable Use Policy for students**. All users and their families will also adhere to the policies and procedures established regarding Student Confidentiality. Lakeview School reserves the right to inspect mobile devices at any time, restrict their use in school or return to the family/LEA if necessary when not in compliance with the standards established by Lakeview School. Lakeview School strongly urges that all families/LEAs purchase warranties or insurance for any device that will be utilized and travel between the home/school/district settings. Additionally, Lakeview School will require that families establish a specialized account for their

child's use, that will not contain any other personal information of either parents/guardians or owners of the mobile devices.

Definitions:

Mobile Devices: A mobile device is defined as any piece of portable equipment that may be used for educational, communication or leisure purposes that is portable enough to be transported between multiple settings. This includes laptop computers, iPads, Smart Phones, Tablets, PDAs and AACs systems.

Procedures

Family Owned Mobile Devices

1. Mobile devices may be used to enhance student participation during school and classroom activities under the direction of NJID staff and in accordance with Lakeview School's Acceptable Use Policy for Students and NJID's policy manual.
2. Staff and student access to the internet using a family-owned mobile device is a privilege which may be revoked by program administrators at any time for inappropriate conduct as stated in Lakeview School's Acceptable Use Policy for Students and Staff.
3. Applications for these mobile devices can only be purchased and installed by the family owning the device. This includes both free and paid applications. Lakeview School staff are not permitted to install or delete any applications nor are they allowed to have any information regarding the family's personal account.
4. Lakeview School staff can generate suggestions for purchase of applications to the family. Families are not obligated to purchase or install applications for specific curricular or therapeutic activities. Families are strongly encouraged to collaborate with educational team members prior to purchasing applications that may be used in the school setting. Support of family-purchased applications cannot be assumed. Program staff will advise families in writing of any issues regarding the function and use of the device.
5. Customization of applications by on-device programming and/or uploading materials (for example, photos, AAC vocabulary) is only allowed with permission from the family, however syncing of devices is solely the responsibility of the family.
6. Mobile devices that will travel back/forth from home/school must have an approved and appropriate durable case. Mobile devices traveling from home/school will be accounted for by classroom staff and will be sent home with the students at the end of each school day. If the device is to remain at school overnight, parents/families will need to make a request in writing to the Principal/Director of Lakeview School. Classroom/program staff will secure these devices overnight in a safe location. Mobile devices that remain in school must have an appropriate charger provided by the family.
7. Staff will exhibit care and take safety precautions while using such devices to avoid any accidental damage. Lakeview School is not responsible for any theft or damage that may occur during the school day or while in transport. Repair and replacement of devices is the responsibility of the family.

8. Lakeview School reserves the right to discontinue the student use of a family-owned mobile device at any time if not appropriate to the student's education/communication/leisure program needs.
9. Families opting to provide their child/children with mobile devices for program use must provide a signed permission form (appendix A).

LEA (District) Owned Mobile Devices

1. Mobile devices may be used to enhance student participation during school and classroom activities under the direction of NJID staff and in accordance with Lakeview School's Acceptable Use Policy for Students and NJID's policy manual.
2. Payment for applications and all required accessories (i.e. cases) is the responsibility of the (LEA). The purchasing agent for application will be determined upon purchase of the device. Only with written permission from the third party and only using a student account, can Lakeview School staff install or delete any applications. The same procedure applies for applications that are free of cost. If written permission is not granted, Lakeview School staff can generate suggestions for purchase and installation of relevant educational, therapeutic and leisure applications to the LEA case manager for the student.
3. If the LEA designates Lakeview School to oversee the purchasing, downloading, installation and customization of applications, as well as conducting back-up sync, the student account and password information will be set up for the student by the Lakeview School Information Technology department. Lakeview School staff with assigned education responsibility will complete purchases, downloads and installations as per the LEA.
4. A determination will be made on an individual basis if the mobile devices will go back/forth from home/school/district, or remain in the primary school setting. Repair and replacement of devices is the responsibility of the LEA. If the device is to remain at school overnight, the LEA will need to make a request in writing to the Principal/Director of Lakeview School. Classroom/program staff will secure these devices overnight in a safe location. Mobile devices that remain in school must have an appropriate charger provided by the LEA.
5. Staff will exhibit care and take safety precautions while using such devices to avoid any accidental damage. Lakeview School is not responsible for any theft or damage that may occur during the school day or while in transport.
6. Mobile devices are to be used for educational or therapeutic purposes only as outlined in the student's IEP. Functional student use of a mobile device may be reviewed by the IEP team at any time. Discontinuation of its use must be determined through the IEP process.
7. LEAs opting to provide students with mobile devices for school program use must provide signed permission (appendix B).

Policy

Equipment Loan-Program Technology

Purpose

Program staff working with Lakeview students incorporate various forms of technology into each student's educational/therapeutic program. Additionally, staff utilize computers, laptops and other technology to complete student reports, progress notations and program documentation. It is important that staff have opportunities that will assist them in becoming more knowledgeable of educational and communication apps and programs, as well as permit them the opportunity to customize individual learner's programs. Program staff may not be afforded sufficient opportunity within the confines of their work day to research, learn or adapt new apps and programs to address student needs. Therefore, Lakeview School approves the lending of program technology to professional program staff during non-program hours for the purpose of engaging in work related research, practice and customization of apps/programs for Lakeview students.

Definitions

Statutory Requirements

Children's Internet Protection Act (CIPA)

Title 18 sections 1460, 2256

USC 4700000254

Policy Guidelines

Technology may only be removed from program by professional (certified and licensed) program staff. Paraprofessional staff may not borrow or remove any program technology from the school program at any time. Technology equipment may only be utilized off site for the purpose of

- Learning new apps/programs for student's assigned to their class/caseload that will be in compliance and align with the goals/objectives of the student's IEP.
- Customizing appropriate and approved apps/program to individual student learning style and needs
- Researching curricula, therapeutic practices and other pertinent information regarding a student's disabling conditions
- Completion of assigned work responsibilities, projects and program documentation.

Software on program technology shall not be copied and/or distributed. Apps/software may only be downloaded through approved program procedure and practice. Program technologies should be utilized for program purposes only. Any staff member that engages in the following actions may be subject to disciplinary and/or legal action when using the school's technology for:

- Illegal, inappropriate or obscene purposes as determined by CIPA;
- to violate copyrights, institutional or third party copyrights, site licensing agreements or other program contracts;
- Providing services to private clients through independent practice or contract;
- Outside business purposes;
- Recreational or personal purposes;
- Immediate or extended family member's interests.

Staff should be advised that program iPads have a GPS installed making it possible to track their location. Program iPads should not be brought on vacation and their travel is limited to home/school. Pictures, videos or student information on the specific item of technology may not be removed or downloaded onto personal or other devices. Student and program confidentiality shall be maintained at all times in accordance with established school policy.

Staff found in violation of this policy shall be subject to consequences which include but are not limited to:

- Suspension of privileges to utilize technology off site;
- Disciplinary warning, probation or discharge;
- Legal action and prosecution by authorities (violation of CIPA)

Staff utilizing program iPads off site must procure an approved carrying case which will provide screen protection. These approved cases will be provided by the computer lab.

Program staff may take their assigned classroom technology off site with approval from their immediate supervisor. Program staff may also have the opportunity to borrow iPads from the Computer Lab to trial new apps/programs before making the final decision to install same apps/programs on their classroom/therapy iPad.

02/16 – Program Operations #7

Policy: Paid Time-Off Request Policy – Closed Days

Purpose

To ensure appropriate staffing levels during peak time-off periods, the following policy will apply.

Policy Guidelines

The Program Director will identify peak time off periods which will include days immediately before and after Program recesses (Thanksgiving, winter/summer recess, etc.) and graduation week. These time- off periods will be referred to as “closed days” and time off for these days will be reviewed in a process, separate from other program days. In order to participate in this process, employees must have sufficient accrued time to use during requested time off period.

Staffing numbers will be reviewed and the Director will determine the maximum number of therapy and education staff who will be permitted to be absent on closed days. For the purpose of this policy, therapy departments will be grouped together when considering requests for time off during peak periods.

All employees will be advised at the start of the school year, and as necessary throughout the year, of the peak time-off days or closed days and the submission dates for requests for time off for these days. Closed days will be blocked to staff when using PayCom to request time off.

Requests for time off for the dates listed should be submitted to the Principal of Lakeview according to the following schedule

- Requests for time off for November, December and January closed days must be received by 9/30/16.
- Requests for time off for closed days in February, March and April must be received by 11/30/16.
- Requests for time off for closed days in May and June must be received by 1/31/16.

Regardless of the submission date, all requests for time off will be reviewed on the date indicated.

If requests can be accommodated without compromising staff ratios, they will be approved. Supervisors will approve closed day requests in the PayCom system.

If all requests cannot be accommodated (due to more requests than the program can manage with student to staff ratios) then approval will be determined based on a random selection process within therapy and education departments.

The random selection method used will be shared with all staff before any requests for time off are approved and the process will be used consistently throughout the school year.

The Principal of Lakeview will return all request for time off forms to employees on 10/1, 12/1 and 2/1, or as soon as possible after the random selection process is completed. Supervisors will approve time off request in the PayCom system.

Requests for time off on non-closed days will continue to be reviewed and approved/denied on a first come, first served basis.

To ensure adequate staffing, once a maximum number of requests for time off has been approved, the day will be considered and posted as closed for all remaining staff. Employees absent on a closed day may be required to provide specific documentation to support their absence from work and / or the absence may be without pay or authorization.

Additional requests may be approved by the Principal of Lakeview only.

08/16 – Program Operations #8

Policy

Dress Code

Purpose

It is the policy of Lakeview School that all employees promote a professional image within the school program and to the public. Administrators, supervisors, teachers, therapists, paraprofessionals, clerical workers, maintenance workers and service workers are role models for students and representatives of the agency. The manner in which employees present themselves, can have an influence on the attitude and conduct of the students, the respect afforded school personnel and the perception of the school program within the community. In all cases employees must appear neat, clean and appropriately dressed for a school/education setting. Clothing must be **non-distracting in length and fit**.

Policy Guidelines

Employees are expected to wear the appropriate undergarments for the outfit they are wearing. Parts of undergarments should never be visible outside of clothing or visible through clothing.

All clothing is to be clean, neat and not torn. Patched, cut off or stained clothing is not permitted.

All shorts and skirts must be professional and a **maximum of 3" above the knee when seated**. Additionally, skirts should be no longer than ankle length so that they do not pose a hazard with student transfers or management of crisis situations.

School Administration and Education supervisors may not wear casual shorts or jeans, except on days when program is not in session or when special field days/school wide events are scheduled whereby more casual clothing would be preferred in order to enable participation in the event.

Employees are not to work without footwear unless necessitated by certain activities. Staff working on mats should have shoes off, but must wear socks/tights/stockings. No bare feet are allowed on mats.

Employees not adhering to the dress code or inappropriately dressed will be required to change into appropriate attire. Should this change require leaving the work site, clocking out/in will result in lost time and employees will be docked for that time. If the employee is able to change at the worksite, the time needed to do this will be made up at the end of the day. Repeated infractions may result in more stringent disciplinary action up to and including probation or termination.

Restrictions

- Open toed shoes or sandals; platform shoes
- Any clothing that has cutouts or see through elements; fish-net fabrics; clothing that exposes the torso or upper thighs or back.
- Shirts, blouses and dresses that do not cover the shoulders, back, waist or midriff. No tank tops, tube tops, halters; backless dresses or shirts, blouses tied at the midriff; no spaghetti straps. Tank tops may only be allowed if they are worn under another shirt and used as an accessory.
- Sleeveless shirts must have a minimum of 3" in coverage (four fingers) at the shoulder line. No racerback shirts are allowed even with appropriate undergarments.

- Pants worn below the waist revealing visible undergarments, such as boxer shorts, underwear or thongs.
- Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is sexually explicit, uses racial/ethnic slurs, political or religious or is of a disruptive or distracting nature.
- Clothing that is tight fitting or made of spandex. No yoga pants, stretch pants, bicycle shorts, sweat pants. Tights are only permitted if worn with tunics that are mid-thigh in length when seated, and completely cover the buttocks without riding up and are not tight fitting.
- No low cut tops. All tops, shirts, blouses should cover all undergarments at all times and should not reveal any cleavage. Tops should also accommodate the ability to bend over without revealing cleavage.
- Clothing that is ripped, torn, frayed or slit, even if it is determined to be a design element of the garment.
- No see through clothing. Any tops with an element of sheerness should be worn with an appropriate shirt underneath.
- Accessories that may be potentially dangerous and may include but not limited to
 - Large hoop earrings
 - Excessively long dangling earrings.
 - Long or heavy chains
 - Spiked arm bands
 - Spiked necklaces or other sharp objects
- No hats, bandanas, head rags or head covers. The exception is for those required for religious observance or medical reasons. A scarf or headband may be worn as long as it is neat, does not have loose or dangling ends and is used to maintain hair in a neat fashion.

07/13 – Program Operations - #9

Hydro-therapy Program

Policy Statement

Hydro-therapy can be used to improve or maximize function for children affected with physical/motor disabilities. Specifically the following physical/motor abilities or functions may be improved:

- **Relaxation – decrease in tone**
- **Range of Motion**
- **Active Movement**
- **Coordination**
- **Strength**
- **Endurance**

Hydro-therapy should only be done under the direction of a licensed therapist and be used only as a treatment modality to improve physical function. It must be a recommendation as a part of an initial evaluation performed by a therapist to determine it to be a beneficial modality for treatment and to be included in the plan of care. Use of hydro-therapy as a modality must be aligned to specific therapeutic goals/objectives in the student's IEP.

Prior to participation in hydro-therapy, Lakeview School's consulting physiatrist must provide the appropriate medical clearance for the student to participate in this modality for treatment.

As a modality of treatment in the provision of educational related services, Hydro-therapy may not be written into the IEP as a related service in itself, as a recreational service or as an activity of an adapted physical education or a gross motor program.

The policies/procedures for Hydro-therapy at Lakeview School are set forth to insure that the provision of these services to students is done in accordance with the goals/objectives of their IEP when it is determined to be an appropriate modality for treatment.

Policy Referral for Hydro-therapy **Policy Guidelines**

Hydro-therapy may be utilized as a treatment modality of Physical, Occupational or Speech therapy.

An initial evaluation must be completed by the assigned therapist to determine whether Hydro-therapy is an appropriate modality for treatment as it pertains to the student's disabling

condition. The therapist will provide a rationale for the use of this modality which will then be reviewed by the assigned therapy coordinator for final approval and implementation of services. The treatment plan will include the number of sessions per week, time of session and duration of services.

Prior to the initiation of service, the student must have medical clearance. Therapists seeking to use this treatment modality must schedule an appointment for their student with the school's pediatric physiatrist. The physiatrist will conduct an examination of the student and provide medical clearance for Hydro-therapy. Upon completion of this process, Hydro-therapy services may be provided.

Policy Documentation of Student progress

Policy Guidelines

Therapists referring students for hydro-therapy must have specific measurable goals and objectives to support the provision of Hydro-therapy as a modality for treatment. Student progress will be documented during each progress period as established by the Lakeview School program. Student progress will be reviewed by the assigned therapist's coordinator to determine effectiveness as a modality of treatment at the conclusion of each progress reporting period in which hydrotherapy was provided. Modifications and adjustments to the treatment plan may be made to ensure effectiveness of this modality as a treatment option. Student progress will be reviewed with the school's pediatric physiatrist as necessary for continued medical clearance for use as a treatment modality.

Therapists providing hydro-therapy must complete daily log notes at the conclusion of each therapy session.

Policy Discharge from Hydro-therapy

Policy Guidelines

Students participating in hydro-therapy may continue to receive this modality of treatment as long as it is determined to be appropriate to support student progress. Students may be discharged from hydro-therapy when any of the following conditions are present:

- Student has made significant progress towards achieving goals/objectives and no longer requires this modality of treatment.
- Student fails to make progress
- Student demonstrates inappropriate behaviors that pose a risk to self and/or therapy staff
- Student demonstrates evidence of skin conditions or sensitivity to the chemicals used for disinfection posing a risk to health or skin integrity.
- Student sustains any type of injury that would require medical clearance from the school's consulting physiatrist prior to reinstating any therapy including Hydro-therapy.

- Student has a change in medical status whereby Hydro-therapy may no longer be safe or viable for treatment. Such conditions may include but are not limited to respiratory/cardiac distress, temperature regulation, seizures or other signs of physiologic stress requiring immediate medical attention.
- Student has excessive absenteeism thereby missing scheduled sessions.

When the decision is made to discontinue hydro-therapy, the treating therapist will document their rationale and recommendations for discontinuation of this service. Upon review and discussion of all findings, if it is determined that the student will no longer benefit from this treatment modality, the parents/guardians will be notified in writing of the decision to discharge the student from Hydro-therapy.

Policy Pool Safety

Policy Guidelines

Students are not allowed to enter the therapy pool or pool area without the treating therapist present.

The treating therapist is responsible for monitoring the student's activities and location in the pool area. Paraprofessional staff assigned to work in the pool area with the treating therapist share this responsibility. At no time is a student ever to be left unsupervised within the pool area.

Only the therapist and assisting paraprofessional are to put on/remove any hydro-therapy related equipment (life vest, arm/neck floats, etc.). The therapist instructs the student in all hydro-therapy activities. No rough play is allowed or any water sport that would result in personal contact, thereby knocking a student or staff member down and causing them to go underwater. Underwater swimming is not allowed.

Students should enter the pool with the use of appropriate equipment. Non-ambulatory students should enter via a bath or pool chair with the pool raised up to floor level. The floor will then be lowered to the correct depth for therapy before the student is removed from the chair.

Ambulatory students who are capable of entering the pool raised to floor level either independently or with assistance, must be stabilized on the floor of the pool before it is lowered to the appropriate depth for therapy.

During therapy, only the treating therapist and student are in the pool. An assigned paraprofessional must also be available in the room to monitor and "spot" the therapist and student in the event of emergency. The paraprofessional may assist in the pool if requested by the treating therapist during the therapy session.

Prior to initiating therapy, the treating therapist must ensure that all safety procedures are in place and there is a clear path to a phone, communication device and emergency egress.

Policy Student Preparation for Hydro-therapy

Policy Guidelines

Students must be adequately prepared prior to entering the pool for therapy. Before students may enter the pool, they must be showered to ensure that bacteria from a soiled diaper or bowel movement is removed before entering the pool. Students must have proper swimwear and appropriate incontinence protection and/or swim diapers must be worn by the student. Lakeview personnel will provide recommendations for appropriate swim diapers to participating students and their families.

Staff must check the student for any rashes, open sores or other possible skin conditions prior to entering the pool. If any of the above referenced conditions are present, nursing should be contacted to observe and document the nature of the condition. If determined a concern, the student will not enter the pool on that day.

Prior to entering the pool, the following precautions must be completed for students receiving treatment:

- Hair must be securely tied back or covered before entering the pool.
- G or J-tubes must be clamped and secured inside bathing suits to avoid dislocation during therapy.
- Eyeglasses, hearing aids or contact lenses must be removed.
- Any non-infectious small wounds, must be covered by a bio-occlusive dressing.
- Students who are assigned a Private Duty Nurse or 1:1 Aide, must be accompanied to the pool area with that staff for the entirety of time in the pool area.
- Socks or other appropriate covering on feet for students with sensory loss or neuropathy may be used as necessary.

At the conclusion of the therapy session, students will be removed from the pool by the treating therapist and assigned aides. The hydro-therapy aides will then be responsible for showering each student after therapy, dressing them and contacting the student's classroom to pick up the student for return to class.

Policy Contraindications for Hydro-therapy

Policy Guidelines

Certain health conditions, suspected illness, allergies or behavioral concerns may preclude a student from receiving hydro-therapy. The following is a list of conditions that would preclude a student from entering the pool:

- Symptoms or diagnosis of an active communicable disease or infection. Symptoms may include but not be limited to fever over 100°, rash, vomiting, diarrhea, respiratory symptoms (coughing, wheezing, labored breathing), redness of eyes or conjunctiva or symptoms associated with colds or influenza.
- Skin infections or infectious open wounds or decubiti.
- Skin burns
- Uncontrolled epilepsy or implanted devices to control epilepsy (VNS)
- Chronic Seizure activity
- Ringworm
- Tracheostomy
- Menstruation
- Uncontrolled blood pressure
- Unstable cardiac conditions or restrictions
- Limited vital capacity (between 1-1.5 liters) or pulmonary/breathing difficulty
- Renal disease for which fluid and electrolyte balance is uncontrolled
- Bowel incontinence that cannot be safely managed by swim diapers or other protection
- Intravenous lines, hep-locks or external collection devices (catheters)
- Casts
- Dizziness, vertigo
- Absence of cough reflex or high risk for aspiration
- Sensitivity to chlorine or bromine or known allergy to any active agent used for pool disinfection.
- Behavior problems that cannot be managed safely

Policy Guidelines

The therapy pool will be maintained by assigned school personnel and approved contractors.

The water temperature of the pool must be maintained between 92 and 95 degrees Fahrenheit as deemed necessary for therapeutic outcome. Facility management must check and document water temperature daily while school is in session.

Chemical level of the pool and PH balance must be monitored and recorded each day school is in session by facility management.

Air temperature must be within 10 degrees of the temperature of the water and humidity level of the pool room must be kept at the level recommended by the manufacturer of the therapy pool (HydroWorx) and recorded by facility management.

The therapy pool must be cleaned weekly or as often as necessary of any debris.

The therapy pool must be drained and cleaned as per HydroWorx standards.

The area surrounding the pool will be hosed down weekly.

Samples of pool water must be collected and cultured daily as determined by State guidelines. Results and reports will be maintained by the Physical Therapy and/or Maintenance department.

Any accidents in the pool or any malfunction of equipment will result in the closing of the pool following HydroWorx recommendations. The therapy pool may be closed as a result of the following:

- Vomitus, blood or feces in the pool or other hazardous material. The pool will be closed for the remainder of the day to allow for the pool to be shocked.
- Failure of equipment to maintain adequate filtration or pool temperature
- Insufficient levels of disinfecting agents
- Bi-annual maintenance procedures

All elements of pool maintenance and safety will be recorded or documented as specified assigned times on the Daily Pool Log (addendum A) and signed off by assigned Lakeview Supervisory staff. Any incidents that occur in the pool (vomiting, etc.) will be documented on the Lakeview School Incident Form (129), and signed by the staff member completing the form. This form will then be attached to the daily pool log and maintained on file for future reference.

Only trained maintenance personnel should monitor pool water quality.

Policy Guidelines

The pool, changing area and locker room must be cleaned and disinfected daily following Universal Precautions as established by school policy.

Staff changing students in preparation for therapy and after therapy must comply as follows:

- Use plinth paper when students are on plinth table, sanitize after changing with approved sanitizing solution
- After showering students before and after therapy, shower chairs and any other equipment used for preparation of therapy must be sanitized following use with approved sanitizing solution
- Soiled diapers must be bagged and removed as per guidelines for universal precautions.
- Towels used for showering or drying off students may not be reused. After each use, towel is placed into a laundry bin for cleaning.

Toys/equipment used in Hydro-therapy must be cleaned after each use by therapist or aide using approved sanitizing solution. Toys/equipment not cleaned immediately after use must be removed to a designated dirty toy area to be cleaned at a later time before reuse. Toys/equipment may not be reused at any time between therapy sessions/students without disinfection. Plush toys or toys/equipment that cannot be sanitized as per school guidelines are not allowed in the pool area.

Daily assigned pool therapy staff are responsible for:

- Removing all toys and equipment from the pool/pool area for drying and storage.
- Clean and sanitize all surfaces in pool therapy area and locker rooms using approved sanitizing solution. This includes plinth tables, mats, shower chairs and any other surface in contact with students
- Collecting, washing and drying of towels and robes, daily
- Check lockers for personal belongings and return to student/classroom.

Maintenance personnel are responsible for:

- Hosing down and cleaning therapy pool room and sanitize using approved sanitizing solution, as needed.
- Hosing down shower areas and sanitize with approved sanitizing solution, daily.
- Removing refuse and trash from pool area and any biohazardous material, daily

Hydro-therapy staff and maintenance will be required to document and initial completion of assigned tasks daily using on the “Daily Sanitization Chart” (addendum B).

Policy Facility Safety

Policy Guidelines

To ensure safety for all staff and students, the Aquatic Center will be locked at all times.

Admittance to the Aquatic Center will be limited to assigned staff and the following personnel:

- Principal of Lakeview
- Selected Executive Administrative personnel
- Assigned maintenance staff
- All nursing personnel in case of an emergency
- Lakeview Supervisory staff overseeing hydro-therapy personnel

At no time, will any other program personnel be admitted into the Aquatic Center. Only students receiving Hydro-therapy services will be allowed in.

Portable communication devices must be available for use at all times when hydro-therapy is in session. This includes but is not limited to an accessible wall phone, a cordless phone or a walkie-talkie.

A therapy aide, another therapist or another trained staff person must be at poolside and available for assistance at all times. Therapists, aides or other trained personnel **may never** take a student into the pool without another trained staff member available.

Therapy staff, aides or other trained personnel **may never** be in the pool area alone providing services. A two person system is in place at all times to ensure student and staff safety.

Throughout the day, assigned hydro-therapy personnel must clean/remove any puddles of water, debris, towels, toys or equipment off the floor and in the pool area. All efforts must be in place to ensure the area is free from obstacles that could cause tripping or falling and cause a risk of injury to students and staff.

Daily, assigned pool personnel will complete a visual inspection of all equipment to make sure it is in proper working order prior to the initiation of any therapy. This includes:

- Chair lift systems
- Door locks
- Shower chairs
- All communication devices
- Any other pool equipment necessary for therapy sessions.
- Pool thermometer and room temperature to ensure are proper levels for therapy.

Any failure of equipment or safety issues is to be reported to the Facility Manager and documented immediately.

Hydro-therapy may not be conducted at any time if there is a failure of the assigned communication devices. A minimum of two communication devices must be in working order prior to the initiation of pool therapy.

Policy

Emergency Procedures

Policy Guidelines

Staff participating in Hydro-therapy must be prepared for a variety of emergency situations and act immediately. Prior to the initiation of any therapy session, the therapy staff must check that a portable communication device is available and in good working order at poolside. The hydro-therapy aide must be present and prepared at poolside during all sessions to assist with communication when appropriate.

Specific situations will call for different emergency procedures. The following procedures should be followed for each situation:

Seizure Activity

Students with known seizure disorders that have been cleared by their neurologist to participate in Hydro-therapy and approved by the school's medical consultant must have an updated seizure action plan in place and available at poolside in the event of a seizure. The treating therapists and the Hydro-therapy aides must be familiar with the student's seizure action plan. In the event of a seizure while in the pool, the following must be initiated:

Focal seizures

- Hold student's head above water, therapy aide to assist if the treating therapist needs assistance to maintain child's head out of water
- Move student as soon as possible to the side of the pool
- Raise the level of the pool even with the floor
- Begin timing the seizure and immediately call the medical team
- Once the seizure has stopped, remove the student immediately from the pool and take back to the changing room for showering and return to classroom.
- Document the information (form 129) and notify nursing immediately

Generalized tonic/clonic seizures

- Follow first four steps of procedures above
- Call for medical team as follows, **Dial 815, announce "Medical Team to the Pool room"**
- Remove student from pool as quickly and as safely as possible
- Medical team will assume responsibility for the student upon arrival to the pool room.
- Medical team will document event in nursing logs and recommend plan of action following the seizure event.

Students demonstrating a pattern of frequent seizure activity during Hydro-therapy that is not consistent with their usual patterns, may have Hydro-therapy discontinued.

Accident/Injury

If a student or staff member sustains any injury in the pool staff are required to complete an accident report in accordance with school program procedures and bring the student to the nursing station for any needed medical attention. Should a student or staff member sustain a spinal cord injury while engaged in Hydro-therapy, the following steps must be followed:

- Maintain and stabilize student's head above water so that student's airway is clear
- Therapy aide immediately raises the level of the pool to floor level
- Therapy aide or other staff will call for medical team as follows, **Dial 815, announce "Medical Team to the Pool room"**
- The nursing staff will determine if or the means by which the student will be removed from the raised floor of the room.
- The nursing team will make the determination to activate emergency management services.

Should an accident occur to the treating therapist or other staff while in the pool, the following procedures are initiated:

- The staff member outside the pool will raise the level of the pool to floor level.
- Therapy aide or other staff will call for medical team as follows, **Dial 815, announce "Medical Team to the Pool room"**
- The aide or other staff will remove the injured person from the water.
- The other staff will assist the injured staff person from the pool/water if safe to do so.
- Other staff present will provide support/hold the injured person until help arrives.

Cardiac or Respiratory Emergencies

Students demonstrating any respiratory difficulty within the pool or cardiac event should be managed as follows:

- Maintain and stabilize student's head above water so that student's airway is clear
- Therapy aide immediately raises the level of the pool to floor level
- Therapy aide or other staff will call for medical team as follows, **Dial 815, announce "Medical Team to the Pool room"**
- Activate respirations until medical team arrives if student is not breathing. If student is not breathing and has no pulse, activate CPR.
- Activate emergency management services.

Sudden Illness/Personal accidents

Students that become suddenly ill or have a personal accident in the pool and there is vomitus, bleeding or diarrhea in the pool must be managed as follows:

- Raise pool to floor level and remove student immediately
- Call nursing to evaluate the student
- Immediately notify the Facility Manager or any other available maintenance staff

- Pool will be closed immediately and will not reopen until deemed safe by school personnel after water testing determines that levels are safe for pool use.
- All pool staff must shower and change immediately

Fire Drills/Emergency Evacuations

Fire drills must be conducted in accordance with state guidelines, thereby requiring that students and staff engaged in Hydro-therapy will comply with the following procedures:

- Therapy aide immediately raises the level of the pool to floor level
- Student and staff immediately leave the pool and will be wrapped in towels and blankets or robes and use agency approved footwear.
- Student is placed on a stretcher or fire drill chair for immediate evacuation from room.
- Student and staff report to the fire drill station for medically frail students.
- The Principal of Lakeview will advise all staff and students in this area if the drill is a scheduled event or a true emergency.
- In the event of a true emergency, all medically frail students and students from Hydro-therapy will be evacuated via Lakeview bus to the designated holding area at the level playing fields. Hydro-therapy staff will assist the Lakeview School bus drivers with students transported to the holding area.

Active Shooter Drill/Event

In the event of an active shooter drill or actual event, the following procedures will be enacted:

- Doors to the Aquatic Therapy Center should already be locked but the therapy aide will immediately check and activate Rhino.
- Student/staff immediately remove themselves from the pool and take shelter in the pool locker area.
- Lights off/remain quiet
- Follow all procedures as specified in Active Shooter Emergency Drill for school program.

Shelter in Place

In the event that a Shelter in Place is announced as a drill, students and staff may continue with the pool therapy session as established. In the event of an emergency shelter in place, the following procedures will be enacted:

- Student is removed from pool immediately and therapy session is ended.
- Student is showered dressed and returned to classroom as established in the shelter in place procedures.
- Hydro-therapy staff shower, dress and report to assigned fire drill stations.

- Pool is closed until the shelter in place is lifted by law enforcement.

Policy Staff Competencies

Policy Guidelines

Therapy staff providing Hydro-therapy services must have current state licensure as per the requirements for their respective disciplines by the Department of Consumer Affairs as well as current state certification as determined by the Department of Education.

At present, there is no known certification or license required to practice Hydro-therapy. It is highly recommended that therapists and assisting paraprofessionals providing Hydro-therapy pursue continuing education in theory and practice of this therapeutic modality. Licensure or certification will be required, if State government establishes certification for this treatment option.

All staff participating in Hydro-therapy must demonstrate proficiency in the following:

- The workings of the Hydroworx 2000 pool system and safe operation of all pool equipment
- Agency policies and procedures as it pertains to the hydrotherapy therapy program
- The ability to verbally direct others in the safe operation and use of the pool equipment
- CPR and resuscitation techniques, with certifications
- Hydro-therapy safety and emergency protocols
- lifting requirements as specified in all school program job descriptions
- Self-rescue techniques including breath holding a minimum of 30 seconds, swimming comfort without flotation devices and endurance to sustain being in the water a minimum of 30 minutes.

The therapy aide will be responsible for the following;

- To provide support and assistance to therapists during hydrotherapy sessions
- To assist in the maintenance of water levels
- To maintain equipment and towels in the pool area

In the event that the pool is closed, the therapy aide will be assigned to other therapy areas.

Policy Safety Standards for Staff

Policy Guidelines

Hydro-therapy staff must follow the same guidelines as those of Lakeview students for participation in Hydro-therapy including contraindications and health concerns.

All staff in the water will be required to wear Lakeview approved apparel whenever in the pool. Hydro-therapy staff will not be allowed to wear any other type of swimwear at any time. All staff must shower prior to putting on their therapy suit and at the conclusion of their scheduled time in the water after changing out of their wet suit.

Staff providing services in the pool water may not be in the water any longer than 4 continuous hours per day. Staff providing pool services must inform their immediate supervisor and the Coordinator of Health Services of any rashes, skin conditions or other negative health effects after participation in Hydro-therapy. Any staff member reporting any of the above conditions must complete an accident report and seek attention through the Agency's Occupational Health provider. Following the reporting of such conditions, staff may not return to the pool without appropriate medical clearance.

Staff experiencing any pain or physical discomfort while engaged in therapy activities or assisting in therapy activities must immediately inform the treating therapist of any issues and leave the pool area to avoid a risk of injury to self and others. Staff must complete an accident report and seek medical attention through the Agency's Occupational Health provider. Following the reporting of such conditions, staff may not return to the pool without appropriate medical clearance.

These policies will be reviewed annually and updated as necessary.

October 2017