

**Borough of Rumson School District**  
**Operational Restart Plan for 2020-2021 Under COVID-19**

*This plan is based on the [NJDOE: The Road Back Guidance, June 2020](#) & [Clarifying Expectations Regarding Remote Learning Option, July 2020](#)*

*Please be aware this plan is subject to change in response to changes in health and school guidance.*

***The three modes outlined below will be utilized at different periods in the school year pending community transmission rates as monitored by the Pandemic Response Team and as informed by the declaration of state of emergency, declared public health emergency, or a directive from the appropriate health agency or officer to institute a public health related closure or direction from the appropriate representative of the Department of Education or a directive of the Governor or designee or the New Jersey Legislature or a designee.***

<b><u>Mode A - Full In-Person</u></b>	<b><u>Mode B - Hybrid</u></b>	<b><u>Mode C - Full Virtual</u></b>
<p><b>100% of students will attend school in-person on the days designated by the district with appropriate health hygiene protocols in place.</b></p> <p><b>During this option parents may opt for their children to be full virtual until the pandemic declarations are lifted.</b></p>	<p><b>Students will attend school in-person at a reduced attendance of 50% of the students over alternating days with appropriate social distancing and health hygiene protocols in place. The remaining 50% not in person will engage in virtual schooling.</b></p> <p><b>During this option parents may opt for their children to be full virtual until the pandemic declarations are lifted.</b></p>	<p><b>100% of students will attend school virtually on the days designated by the district.</b></p>
<p><b>9/3/2020 PreKindergarten - 5x week</b>  <b>9/29/20 - Kindergarten - 4 x week, virtual Mondays</b>  <b>9/29/2020 - 1-8 Resource Rooms - 4 x week, virtual Mondays</b></p>	<p align="center"><b>9/3/2020 - Grades 1-8</b></p>	

*The modes of this plan will be implemented in response to the trends and patterns of COVID-19, as guided by the entities outlined above. Parents/guardians, students, and faculty/staff members must be prepared to move from one mode to another with short notice. This includes readiness with child support, transportation, instructional plans, support services, and technology needs.*

**[General Procedures- Carried Out for All Modes](#)**

**Protocols**

**Mode A - Full In-Person**

**By 7:45 AM Each Day      Parents Complete Mobile (Health Screening) App**

- Complete Genesis CDC-based Questionnaire
- PASS - send student to school
- DO NOT PASS - keep student home from school
  - contact school nurse
  - follow CDC guidance
    - [Symptoms of Coronavirus CDC Guidelines](#)
    - [What To Do If You are Sick CDC Guidelines](#)

**From 7:45 AM - 8:20 AM      Preparation of Mobile (Health Screening) App Data**

- Data from Genesis Questionnaire pushed out to identified personnel and homeroom teachers
  - Identify students that obtained NOT PASS
  - Identify students who did NOT COMPLETE the questionnaire
  - Confidentially notify principals, nurses, homeroom teachers, entrance duty staff
    - Designated staff member to contact those who did NOT COMPLETE the questionnaire to have completed and assurance they are home

**About 7:30 AM      Buses Begin Picking Up Students**

- Students must wear masks at all times
- Assign bus aide in lieu of cafeteria/recess aide to monitor.

- Students will sanitize their hands upon entering and leaving the bus.
- Buses will be cleaned daily with EPA-approved sanitizer.
- Prior to the pick-up of Rumson the bus will pick up the aide and be fogged with an EPA-approved sanitizer by the district.

**7:45AM Early Arrival**

**Arrival of Students for Before School Programs**

- Allowable extracurricular/athletics/cocurricular activities run from 7:45-8:20AM and split along A/B schedule
  - Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will not begin before October 15th and may be delayed indefinitely
  - Drop-off at designated entrances as coordinated
  - Parents must remain in car at drop-off point until students are screened
    - Deane-Porter Main Entrance
    - Forrestdale Main Entrance
  - Designated staff member reviews mobile app data
    - Checklist for those with Red STOP SIGN and NOT COMPLETE from app
  - Thermal cameras used for temperature monitoring
    - Designated staff member monitors camera
    - Confidential method for bringing student to quarantine room if HIGH TEMPERATURE
    - Student brought to quarantine room and parent contacted for pick-up or released back to car
  - Staff and students wear masks and sanitize hands upon entrance
  - Signage posted and facilities adjusted to support entrance procedures

**At 8:20 AM**

**Students Arrive at Schools**

- Buses arrive at school for drop off
  - Staff member meets bus
  - Staff member and bus aide escorts students to school entrance

- Three staff members at each entrance
  - Deane-Porter bus entrance is Kindergarten wing entrance
  - Forrestdale bus entrance is 7th grade wing entrance
- Students arrive via rolling car line or walking/biking
  - All students in Kindergarten are required to use the Kindergarten wing entrance by being walked by their parent/guardian to the door
    - There will be no rolling car procedure for Kindergarten
  - All students in Pre-Kindergarten are required to use the entrance directly into their classrooms by being walked by their parent/guardian to the door
    - There will be no rolling care procedure for Pre-Kindergarten
  - Three staff members at each entrance
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ South walker entrance - Main Entrance
    - Forrestdale 4-5 rolling car/North walker entrance - 4th Grade Wing
  - Staff and students wear masks and sanitize hands upon entrance
  - Signage posted and facilities adjusted to support entrance procedures
  - Checklist for those with Red STOP SIGN and NOT COMPLETE from app
    - Designated staff member monitors checklist
  - Thermal cameras used for temperature monitoring
    - Designated staff member monitors camera
  - Confidential method for bringing student to quarantine room
- Quarantine Rooms
  - Supervised by school nurses and additional assessment done
    - Nurse contacts parents of those with possible symptoms
    - Principal contacts those that did not complete survey
  - Deane-Porter - Deane-Porter Cafeteria
  - Forrestdale - Forrestdale Cafeteria
  - Pick-up by parent, if needed, is directly from these rooms
  - Parents advised to follow CDC guidance

- [Symptoms of Coronavirus CDC Guidelines](#)
- [What To Do If You are Sick CDC Guidelines](#)

**8:25AM- 8:40AM                      Students Arrive to Homeroom**

- Students report directly to homeroom
- All students and staff wear masks
- Hallways staffed for monitoring of health procedures
- Signage posted, routes established
- Homeroom teacher to notify Principal of Red STOP SIGN/ NOT COMPLETE that may have arrived at their classroom confidentially
- Confidential method for bringing student to quarantine room if in school with Red STOP SIGN/NOT COMPLETE
- Classroom health procedures and education established for arrival to classroom, movement in classrooms and management of belongings

**8:42AM - 12:54PM                      Students Follow 9-Period Early Dismissal Schedule (to be extended to full day schedule as per guidance)**

- Follows traditional six day schedule
- Follows a 1:00 early dismissal schedule every day

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks with Monday Holiday/Scheduled Closure	Day 1	Day 2	Day 3	Day 4	Day 5
Weeks with Monday's scheduled to be in session	Day 6	Day 1	Day 2	Day 3	Day 4
Repeats through 6-day cycle					

- Instructional Plan

- Standards-based instruction with standards addressed and gap analysis remediation integrated from past and for future
- Grading follows district policy
- Includes all interventions, JET, enrichment, SEL sessions as scheduled
- Core subject instruction daily
  - Grades 6- 8 :Homeroom/Character Ed, ELA, Math, Science, Social Studies, World Language
  - Grades K-5 :Homeroom, ELA, Math
- Special subjects and other certain core subjects will be taught weekly within the six-day cycle
  - Grades 6-8: Art, Music, STEM, PE, Health
  - Grades K-5: Art, Music, STEM, PE, World Language, Mindfulness, Social Studies, Science, Health/Character Ed
- Resource Room and related services areas scheduled
- Lunch periods used for
  - Grades 6-8: time allocated to core subject instructional time
  - Grades K-5: additional small group instructional time, recess coordinated by class, snacks under strict guidelines, and social-emotional/mindfulness instruction
- Post 1:00pm dismissal time will be used for additional student support and enrichment services

- Students Whose Parents OPT Kids out and Request FULL VIRTUAL

- Core Subjects (ELA, Math, Science, Social Studies)
  - Students will be assigned to a full remote section and an assigned teacher will hold virtual instruction for core subjects in lieu of in-person instruction.
- Special Subjects (Art, Music, PE, Health, World Language)
  - Will be provided from 1:45-2:30 in lieu of office hours. Schedule to be determined once we know who these students are.

- Operational Plan for Students In-Person

- Classrooms will not be mixed at the PreK-5 level
- Individual work space barriers will be used by each student as designated
- No in-person assemblies, larger group gatherings, or out-of-district field trips will be permitted until further notice
- Students must wear masks as directed

- Health hygiene practices will be established as protocol regarding
  - Hand-washing/sanitizing throughout the day as per [CDC handwashing guidelines](#)
  - Materials sharing limited and only when sanitizing occurs between uses
    - Removal of all plush and fabric materials
  - Collaborative/small group work limited and with the use of masks/face shields
  - Removal of all plush furniture and area rugs
  - Staggered, mapped, and distanced hallway movement with use of masks
  - Group hallway movement will be supervised by teachers
  - Movement into and out of the classrooms is limited
    - No visits to other classrooms and offices
    - Scheduled services picked-up by specialist/teacher
    - Minimal contact with door knobs and handles
  - No use of hallway, classroom, and PE lockers
  - Students will store materials in backpacks and/or designated classroom cubbies, not desks or lockers
  - Individual barriers used at all grade levels and classrooms as designated
  - Bathroom usage with use of masks, sanitized frequently, and proper hygiene protocols in place
  - No water fountains/bottle filling stations used, pre filled water bottles only
  - Snack time occurs during scheduled lunch periods with proper allergy, hygiene measures in place with snacks being brought from home in sealed containers/bags
  - Symptomatic developments escorted to quarantine room confidentially and nurse contacted
  - Post- 1:00 Dismissal cleaning and sanitizing procedures established
  - Signage posted in classrooms and hallways to maintain hygiene practices
  - Protocols for diaper/soiled clothing changes will be followed [Protocols for diapers/accidents](#)

**12:54PM - 1:00PM****PM Homeroom/Dismissal**

- Dismissal from homeroom/last period class with all materials needed for virtual day of learning
  - Staff and students wear masks and sanitize hands upon exit
  - Staff member and bus aide escorts students to bus out of designated door wearing masks, and sanitizing on way out
  - Pre-Kindergarten students will be dismissed directly from their classroom exit doors by parents/guardians picking up students.
    - There will be no rolling car line pick-up for Pre-Kindergarten.
  - Kindergarten students will be dismissed by bus or picked up by parent/guardian at the Playground exit.
    - There will be no rolling car line pick-up for Kindergarten.
    - Deane-Porter bus exit is Kindergarten wing entrance
    - Forrestdale bus exit is 7th grade wing entrance
      - Students given assigned seating for social distancing purposes
      - Students must load back to front
      - Students must wear masks at all times
      - Assign bus aide in lieu of cafeteria/recess aide to monitor
  - Two staff members manage exits for rolling car/walkers and two staff members manage rolling car lines
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ South walker entrance - Main Entrance
    - Forrestdale 4-5 rolling car/North walker entrance - 4th Grade Wing

**1:00PM -3:15PM****Post Dismissal Activities**

- Allowable extracurricular/athletics/cocurricular activities run post 1:00pm immediately following dismissal and split along A/B schedule
  - Recommendations for post 1:00pm recess activities, of approximately 20 minutes in length, to be done at home will be provided.
  - Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will not begin before October 15th and may be delayed indefinitely
  - Pick-Up from designated exits as coordinated



- Deane-Porter Main Entrance
- Forrestdale Main Entrance
- All in-school protocols to be followed during extracurricular activities
- Escorted to exits by advisor/teacher for pick-up after activity
- Students wear masks, social distance, and sanitize hands upon exit

## Mode B - Hybrid

### **By 7:45 AM Each Day      Parents Complete Mobile (Health Screening) App**

- Complete Genesis CDC-based Questionnaire
- PASS - send student to school
- DO NOT PASS - keep student home from school
  - contact school nurse
  - follow CDC guidance
    - [Symptoms of Coronavirus CDC Guidelines](#)
    - [What To Do If You are Sick CDC Guideline](#)

### **From 7:45 AM - 8:20 AM      Preparation of Mobile (Health Screening) App Data**

- Data from Genesis Questionnaire pushed out to identified personnel and homeroom teachers
  - Identify students that obtained NOT PASS
  - Identify students who did NOT COMPLETE the questionnaire
  - Confidentially notify principals, nurses, homeroom teachers, entrance duty staff
    - Designated staff member to contact those who did NOT COMPLETE the questionnaire to have completed and assurance they are home

### **About 7:30 AM      Buses Begin Picking Up Students**

- Students must wear masks at all times
- Assign bus aide in lieu of cafeteria/recess aide to monitor.
- Students will sanitize their hands upon entering and leaving the bus.
- Buses will be cleaned daily with EPA-approved sanitizer.

- Prior to the pick-up of Rumson the bus will pick up the aide and be fogged with an EPA-approved sanitizer by the district.

### **7:45AM Early Arrival**

### **Arrival of Students for Before School Programs**

- Allowable extracurricular/athletics/cocurricular activities run from 7:45-8:20AM and split along A/B schedule
  - Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will not begin before October 15th and may be delayed indefinitely
  - Drop-off at designated entrances as coordinated
  - Parents must remain in car at drop-off point until students are screened
    - Deane-Porter Main Entrance
    - Forrestdale Main Entrance
  - Designated staff member reviews mobile app data
    - Checklist for those with Red STOP SIGN and NOT COMPLETE from app
  - Thermal cameras used for temperature monitoring
    - Designated staff member monitors camera
    - Confidential method for bringing student to quarantine room if HIGH TEMPERATURE
    - Student brought to quarantine room and parent contacted for pick-up or released back to car
  - Staff and students wear masks, social distance, and sanitize hands upon entrance
  - Signage posted and facilities adjusted to support entrance procedures

### **At 8:20 AM**

### **Students Arrive at Schools**

- Buses arrive at school for drop off
  - Staff member meets bus
  - Staff member and bus aide escorts students to school entrance
  - Three staff members at each entrance
    - Deane-Porter bus entrance is Kindergarten wing entrance
    - Forrestdale bus entrance is 7th grade wing entrance
- Students arrive via rolling car line or walking/biking

- All students in Kindergarten are required to use the Kindergarten wing entrance by being walked by their parent/guardian to the door
  - There will be no rolling car procedure for Kindergarten
- All students in Pre-Kindergarten are required to use the entrance directly into their classrooms by being walked by their parent/guardian to the door
  - There will be no rolling car procedure for Pre-Kindergarten
- Three staff members at each entrance
  - Deane-Porter rolling car/ South walker entrance - Main Entrance
  - Deane-Porter North walker entrance - Playground Door Entrance
  - Forrestdale 6-8 rolling car/ South walker entrance - Main Entrance
  - Forrestdale 4-5 rolling car/North walker entrance - 4th Grade Wing
- Staff and students wear masks, social distance, and sanitize hands upon entrance
- Signage posted and facilities adjusted to support entrance procedures
- Checklist for those with Red STOP SIGN and NOT COMPLETE from app
  - Designated staff member monitors checklist
- Thermal cameras used for temperature monitoring
  - Designated staff member monitors camera
- Confidential method for bringing student to quarantine room
- Quarantine Rooms
  - Supervised by school nurses and additional assessment done
    - Nurse contacts parents of those with possible symptoms
    - Principal contacts those that did not complete survey
  - Deane-Porter - Deane-Porter Cafeteria
  - Forrestdale - Forrestdale Cafeteria
  - Pick-up by parent, if needed, is directly from these rooms
  - Parents advised to follow CDC guidance
    - [Symptoms of Coronavirus CDC Guidelines](#)
    - [What To Do If You are Sick CDC Guidelines](#)

**8:25AM- 8:40AM**

**Students Arrive to Homeroom**

- Students report directly to homeroom
- All students and staff wear masks and maintain social distancing
- Hallways staffed for monitoring of health procedures
- Signage posted, routes established and facilities adjusted to support distanced hallway movement
- Homeroom teacher to notify Principal of Red STOP SIGN/ NOT COMPLETE that may have arrived at their classroom confidentially
- Confidential method for bringing student to quarantine room if in school with Red STOP SIGN/NOT COMPLETE
- Classroom health procedures and education established for arrival to classroom, movement in classrooms and management of belongings

**8:42AM - 12:54PM Students Follow 9-Period Early Dismissal Schedule**

- Follows six day schedule over 12 days with each day in cycle repeated to include all services and specials equally for both cohort A and B
- Follows a 1:00 early dismissal schedule every day

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks with Monday Holiday/Scheduled Closure	School Closed as per District Calendar	Day 1 Schedule Cohort A- In-Person Cohort B- Virtual	Day 1 Schedule Cohort A- Virtual Cohort B- In-Person	Day 2 Schedule Cohort A- In-Person Cohort B- Virtual	Day 2 Schedule Cohort A- Virtual Cohort B- In-Person
Weeks with Monday's scheduled to be in session	Day 0 Schedule A/B Cohorts Virtual	Day 1 Schedule Cohort A- In-Person Cohort B- Virtual	Day 1 Schedule Cohort A- Virtual Cohort B- In-Person	Day 2 Schedule Cohort A- In-Person Cohort B- Virtual	Day 2 Schedule Cohort A- Virtual Cohort B- In-Person
Repeats through 6-day cycle					

- Alternating A/B schedule rosters as per 7/13/2020 enrollment data
- Students in same family in same cohort
- No further Non-Resident Student acceptances, all others grandfathered in

- Instructional Plan

- (In-Person Days 1-6)
- Sample Schedule

- - Standards-based instruction with priority standards addressed and gap analysis remediation integrated from past and for future
  - Minimize device use to balance virtual days where appropriate
  - Focus is on delivery of new instruction, formative assessment and feedback, and graded summative assessment/assignments
    - Grading follows district policy
  - Provide direction on completion of asynchronous assignments to be done on virtual day
  - Core subject instruction only following schedule developed by school principal
    - Grades 6- 8 :Homeroom/Character Ed, ELA, Math, Science, Social Studies, World Language , PE/Health
    - Grades K-5 :Homeroom, ELA, Math, Social Studies, Health/Character Education
  - Resource Room and related services areas scheduled
  - Lunch periods used for
    - Grades 6-8: time allocated to core subject instructional time
    - Grades K-5: additional small group instructional time, recess coordinated by class, snacks under strict guidelines, and social-emotional/mindfulness instruction

- (Virtual Days 1-6)

- Focus is on practice and application of what was learned and formatively assessed in person, on-going project and research work in line with grade level and subject area standards

- Virtual work is designed to support in-person work and in-person assessments (ex. practice and preparation)
- Work is done through take home of devices as needed and through materials taken home from in-person day
- Includes all interventions, JET, enrichment, SEL sessions as scheduled
- Virtual Learning etiquette contracts in place
- Special subjects will be taught through virtual instruction following schedule developed by school principal
  - Grades 6-8: Art, Music, STEM
  - Grades K-5: Art, Music, STEM, Science, PE, World Language, Mindfulness
- Set time from 1:40-2:30 for homeroom teachers to conference and meet with students through scheduled hangouts and office hours regarding their asynchronous assignments
  - Ensure IEP, 504, health plans, SEL services, and I&RS plans are met

- (Virtual Day 0) Whole Class
  - Launch for the week with both cohorts together to establish SEL connections, academic expectations, educate on COVID-related items
  - Academic focus is on one core subject each Monday following a schedule developed by the school principal
    - Grades 6-8: ELA, Math, Science, Social Studies, World Language
    - Grades K-5: ELA, Math, Science, Social Studies
  - Established time for coordinated virtual and/or in-person (as arranged between teacher and parents) meetings scheduled, including special education supports
    - Ensure IEP, 504, health plans, SEL services, and I&RS plans are met
    - At-risk students needing support to be scheduled
  - Independent asynchronous work is focused is on catch-up of previous week's assignments and on-going project and research work
  - On Day 0 students may be asked to come in for additional supports
    - Staff may be asked to be in-person to provide such supports

- Students Whose Parents OPT Kids out and Request FULL VIRTUAL

- Core Subjects (ELA, Math, Science, Social Studies)
  - Core Subjects (ELA, Math, Science, Social Studies)
    - Students will be assigned to a full remote section and an assigned teacher will hold virtual instruction for core subjects in lieu of in-person instruction.
- Special Subjects (Art, Music, PE, Health, World Language)
  - Will be provided from 1:45-2:30 in lieu of office hours. Schedule to be determined once we know who these students are.

- Operational Plan for Students In-Person
  - Classroom Distancing and Cohorting Procedures
    - Classrooms will not be mixed at the PreK-5 level, including A/B day cohorts
    - At the 6-8 grade level A/B day cohorts will be maintained and limited to their grade-level wing
    - Social distancing of 6 ft. practiced in classrooms and hallways
    - Individual work space barriers will be used by each student
    - Signage/floor markers posted in classrooms and hallways to maintain distancing practices
    - No in-person assemblies, larger group gatherings, or out-of-district field trips will be permitted until further notice
    - Students must wear masks at all time
      - Mask breaks will be utilized

- Health hygiene practices will be established as protocol regarding
  - Hand-washing/sanitizing throughout the day as per [CDC handwashing guidelines](#)
  - Materials sharing limited and only when sanitizing occurs between uses
    - Removal of all plush and fabric materials
  - Collaborative/small group work limited and with the use of masks/face shields
  - Removal of all plush furniture and area rugs
  - Staggered, mapped, and distanced hallway movement with use of masks
  - Group hallway movement will be supervised by teachers
  - Movement into and out of the classrooms is limited

- No visits to other classrooms and offices
- Scheduled services picked-up by specialist/teacher
- Minimal contact with door knobs and handles
- No use of hallway, classroom, and PE lockers
- Students will store materials in backpacks and/or designated cubbies, not desks or lockers
- Seating protocols established
  - Seating areas in PreK-5 are assigned to single student in each day and sanitized nightly
  - Seating areas in Grades 6-8 assigned to single student per period, sanitized after each period,
  - 6ft distance established and maintained for each student and staff desk
- Staggered and distanced bathroom movement with use of masks, sanitized frequently, and proper hygiene protocols in place
- No water fountains/bottle filling stations used, pre filled water bottles only
- Snack time occurs during scheduled lunch periods with proper allergy, hygiene measures in place with snacks being brought from home in sealed containers/bags
- Symptomatic developments escorted to quarantine room confidentially and nurse contacted
- Post- 1:00 Dismissal cleaning and sanitizing procedures established
- Signage posted in classrooms and hallways to maintain hygiene practices
- Protocols for diaper/soiled clothing changes will be followed [Protocols for diapers/accidents](#)



**12:54PM - 1:00PM****PM Homeroom/Dismissal**

- Dismissal from homeroom/last period class with all materials needed for virtual day of learning
  - Staff and students wear masks, social distance, and sanitize hands upon exit
  - Staff member and bus aide escorts students to bus out of designated door using staggered social distancing, wearing masks, and sanitizing on way out
    - Deane-Porter bus exit is Kindergarten wing entrance
    - Forrestdale bus exit is 7th grade wing entrance
      - Students given assigned seating for social distancing purposes
      - Students must load back to front
      - Students must wear masks at all times
      - Assign bus aide in lieu of cafeteria/recess aide to monitor
  - Two staff members manage exits for rolling car/walkers and two staff members manage rolling car lines
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ South walker entrance - Main Entrance
    - Forrestdale 4-5 rolling car/North walker entrance - 4th Grade Wing

**1:00PM -3:15PM****Post Dismissal Activities**

- Allowable extracurricular/athletics/cocurricular activities run post 1:00pm immediately following dismissal and split along A/B schedule
  - Recommendations for post 1:00pm recess activities, of approximately 20 minutes in length, to be done at home will be provided.
  - Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will not begin before October 15th and may be delayed indefinitely
  - Pick-Up from designated exits as coordinated
    - Deane-Porter Main Entrance
    - Forrestdale Main Entrance
  - All in-school protocols to be followed during extracurricular activities
  - Escorted to exits by advisor/teacher for pick-up after activity
  - Students wear masks, social distance, and sanitize hands upon exit

- Set time from 1:45-2:30 for homeroom teachers to conference and meet with students through scheduled hangouts and office hours regarding their asynchronous assignments
  - Ensure IEP, 504, health plans, SEL services, and I&RS plans are met

### Mode C - Full Virtual

**8:42AM - 12:54PM                      Students Follow 9-Period Early Dismissal Schedule**

- Follows six day schedule over 12 days with each day in cycle repeated to include all services and specials equally for both cohort A and B
- No Day 0 Monday schedule- moves to A/B alternating schedule
- Follows a 1:00 early dismissal schedule every day

Monday	Tuesday	Wednesday	Thursday	Friday
Day 1 Schedule	Day 1 Schedule	Day 2 Schedule	Day 2 Schedule	Day 3 Schedule
Cohort A- In-Person	Cohort A- Virtual	Cohort A- In-Person	Cohort A- Virtual	Cohort A- In-Person
Cohort B- Virtual	Cohort B- In-Person	Cohort B- Virtual	Cohort B- In-Person	Cohort B- Virtual
Day 3 Schedule	Day 4 Schedule	Day 4 Schedule	Day 5 Schedule	Day 5 Schedule
Cohort A- Virtual	Cohort A- In-Person	Cohort A- Virtual	Cohort A- In-Person	Cohort A- Virtual
Cohort B- In-Person	Cohort B- Virtual	Cohort B- In-Person	Cohort B- Virtual	Cohort B- In-Person
Repeats through 6-day cycle				

- Alternating A/B schedule rosters as per 7/13/2020 enrollment data
- Students in same family in same cohort
- No further Non-Resident Student acceptances, all others grandfathered in

- Instructional Plan

- (Virtual Core Instruction Days 1-6) - was the in-person day on hybrid mode

- Standards-based instruction with priority standards addressed and gap analysis remediation integrated from past and for future
- Focus is on delivery of new instruction, formative assessment and feedback, and graded summative assessment/assignments
- Provide direction on completion of asynchronous assignments to be done
- Core subject instruction only following schedule developed by school principal
  - Grades 6- 8 :Homeroom/Character Ed, ELA, Math, Science, Social Studies, World Language , PE/Health
  - Grades K-5 :Homeroom, ELA, Math, Social Studies, Health/Character Education
- Resource Room and related services areas scheduled
- Lunch periods used for
  - Grades 6-8: time allocated to core subject instructional time
  - Grades K-5: at home lunch period

- (Virtual Specials Instruction Days 1-6)- was the virtual day on hybrid mode

- Focus is on practice and application of what was learned and formatively assessed when with teacher virtually, on-going project and research work in line with grade level and subject area standards
- PE/Health requirements would be met via scheduled PE classes, Health classes, Morning Meeting, Character Education Lessons, and Mindfulness classes
- Includes all interventions, JET, enrichment, SEL sessions as scheduled
- Virtual Learning etiquette contracts in place
- Special subjects will be taught through virtual instruction following schedule developed by school principal
  - Grades 6-8: Art, Music, STEM
  - Grades K-5: Art, Music, STEM, Science, PE, World Language, Mindfulness

- Set time from 1:40-2:30 for homeroom teachers to conference and meet with students through scheduled hangouts and office hours regarding their asynchronous assignments
  - Ensure IEP, 504, health plans, SEL services, and I&RS plans are met

**1:00PM -3:15PM**

**Post Dismissal Activities**

- Allowable extracurricular/athletics/cocurricular activities run post 1:00pm immediately following dismissal and split along A/B schedule
  - Recommendations for post 1:00pm recess activities, of approximately 20 minutes in length, to be done at home will be provided.
  - Any extracurricular/athletics/cocurricular activities that can occur virtually will not begin before October 15th and may be delayed indefinitely
  - Set 1:45-2:30pm dismissal for teachers to conference and meet with students on virtual specials day instruction

**General Procedures- Carried Out for All Modes**

**PPE/ Cleaning/Sanitizing**

- Ventilation (as per [ASHRAE](#))
  - Recirculated air requires fresh air component
    - reduced night set back times for air handlers
    - Minimized use of ceiling recirculating fan systems
  - Rooms with AC need filters maintained/changed as per manufacturer recommendations
  - MERV 13 or higher filters have been installed
  - Hydroxyl air processors have been added to the quarantines rooms
  - Rooms with no AC need windows opened
- Hand Sanitizing ([CDC handwashing protocols](#))
  - Soap and water in locations with sinks
  - 60% alcohol-based sanitizer in all spaces
    - Per classroom
    - School entrances
    - Bathrooms

- Offices
- Refill protocol by custodians
- EPA-approved for killing viruses

- Self-Sanitizing

- Provide wipes to staff members for frequent sanitizing of items to be handled by teacher only
  - Phones
  - Teacher desk
  - Teacher's keyboards/mouse/touch pads/SMARTBoard/Elmo
  - Light switches
- EPA-approved for killing viruses

- Cleaning and Sanitizing ( [CDC Sanitizing guidelines](#) )

- Established checklist protocol for daily and weekly cleaning/sanitizing
  - Daily, Post-1:00pm and Day 0 Cleaning and Sanitizing
- EPA-approved for killing viruses
- Cleaning/Disinfecting of following student/staff contact areas daily by custodial staff
  - Desks/tables/countertops
  - Work barriers
  - Chairs/stools
  - handles/push plates/handrails
  - Glass surfaces
  - Devices
- Cleaning/Disinfecting of following student/staff contact areas multiple times as day by custodial staff
  - Bathrooms
  - Water refill stations
  - handles/knobs
  - faucets/sinks
- Removal of items from classrooms prior to school

- Extra surfaces
- Plush seating
- Area rugs
- Toys, manipulatives, instruments
  - Avoid sharing by having single use items
  - Avoid sharing by having multiple sets of items
  - Chromebooks and chargers
  - Sanitizing procedures in place
- Touchless flush fixtures added to toilets

- Barriers/PPE
  - Barriers
    - Classroom Barriers for students
      - To be used when students at their desks where 6ft distance cannot be maintained
    - Reception Barriers for staff
  - Personal Protective Equipment (PPE)
    - Masks [CDC Use of Cloth Face Coverings in Schools](#)
      - Students bring own /supplemental available by district per room/school
        - a. Mask with behind ear straps required
        - b. Mask with nose clasp and surgical grade recommended
        - c. Plain masks at 6-8 level required
        - d. No handkerchiefs or gators
      - Worn at all times
      - Exceptions to include:
        - a. Children under the age of 2 years
        - b. Extreme outdoor heat
        - c. Water activities
        - d. Documented medical condition
        - e. Disability as reflected in an Individual Education Program or 504
        - f. During eating and drinking

- g. Engagement in high intensity aerobic or anaerobic activity
- h. Unsafe condition during operation of equipment or execution of a task
- Breaks provided with masks through social distancing and outside classes
- Staff bring own/ supplemental available by district per room/school
  - a. Worn when with students and other staff
- Face Shields
  - Provided by district per room for students
    - a. Can be worn with face mask in small group instruction settings
  - Provided by district per room for staff
    - a. Can be worn with face mask in small group instruction settings
  - Not to serve as substitute for face masks
- Gowns - for nurse's office and quarantine rooms
- Goggles-for nurse's office and quarantine rooms
- Gloves
  - Provided by district per room for staff

**Policy/Protocol Implementation**

- Staff Policies/Protocols
  - Professional Time
    - Post 1:00pm professional time will be used for PLC, co-planning, meetings, and professional development
      - Faculty Planning 1:05-1:45
      - Student Supports Session 1:45-2:30pm
      - Staff Lunch 2:30-3:15pm
    - Day 0 professional time, outside of instructional responsibilities, will be used for PLC, co-planning, meetings, and professional development
      - Staff my work from home on Day 0

- On Day 0 students may be asked to come in for additional supports and staff may be asked to be in-person to provide such supports
- Collaboration conducted virtually/by phone from classrooms or in-person with social distancing as appropriate
- Hygiene protocols to be followed by staff and common areas/equipment wiped down after use
- Limited visits to other classrooms and office spaces
- Mail will be delivered once daily to all staff

- Staff Health Monitoring
  - By 7:15am Each Day staff completes the Mobile Health Screening App
    - Complete Questionnaire
    - Green PASS - staff comes to school
    - Red STOP SIGN - staff member stays home and registers for coverage per established district procedures
      - Staff member follows CDC
        - [Symptoms of Coronavirus CDC Guidelines](#)
        - [What To Do If You are Sick CDC Guidelines](#)
    - Principals to contact those with Red STOP SIGN and those who did NOT COMPLETE the questionnaire for further support and guidance
  - Thermal cameras used for temperature monitoring upon entrance
    - Deane-Porter Main Entrance
    - Deane-Porter Kindergarten wing entrance
    - Deane-Porter Playground Entrance
    - Forrestdale Main Entrance
    - Forrestdale 7th grade Wing Entrance
    - Forrestdale 4th grade Wing Entrance
  - Staff member to go to quarantine room for further follow up with school nurse if prompted by thermal camera
- Staff follows the protocols outlined in [Staff guidelines](#) to maintain safety for all colleagues



- Staff wears masks, social distance, and sanitize hands upon entrance
- Signage posted and facilities adjusted to support entrance procedures
- Staff will sign in via digital method from their classrooms
- Shared equipment must be wiped down after use
- Minimal use of shared spaces, including limited visits to others' classrooms
- Use of free support/substitute staff to support hallway and bathroom monitoring and provide support with materials preparation
  - Grades K-5 prep coverage by grade-level designated substitute

- Absences/Accommodations
  - COVID-19 Related or Impacted Medical Excuse/Family Care Support to be reported to the Superintendent
    - Individual planning for possible accommodations to be carried out with Superintendent
    - [FMLA guidelines](#)
  - Substitute teachers to be maintained daily as permanent grade-level substitutes to the district and will follow the same screening procedures as district staff on a daily basis
    - Additional sub coverage will be handled internally by screened individuals

- Student Policies/Protocols
  - Free and Reduced Lunch
    - Students identified as free and reduced lunch will be supported through monthly gift cards to local establishments
  - Absences/Accommodations
    - COVID-19 Related or Impacted Medical Excuse to be reported to the building principal
    - Opt-Out of In-Person to be reported to the building principal
      - Individual planning for possible accommodations to be carried out with the administration
      - No mask- must be virtual
      - Quarantine- must be virtual

- Medical- must be virtual
  - Student Expectations
    - Students will be expected to follow established codes of conduct related to social distancing and health hygiene practices in the district
      - These will be an addendum to the District Code of Conduct and associated restorative practices
    - Students will be expected to follow established codes of conduct related to asynchronous and virtual learning
      - These will be an addendum to the District Code of Conduct and associated restorative practices
  - Student Supports
    - The district will extend its Multi-Tiered System of Supports (MTSS) to the virtual and hybrid modes of instruction. These will include:
      - Support for parents
      - Procedures and supports for students struggling with virtual learning
      - Procedures and supports for students struggling with in-person learning and related protocols
- 
- District Policy Manual found on District Website on the [Policy Manual Page](#)
    - All district policies and regulations are superseded by the District Policy Restary Plan and the District Operational Restart Plan until the pandemic restrictions are lifted.
    - Key policies and regulations modified by these plans include:
      - Policy 8451 Control of Communicable Disease
      - Policy 8600 Student Transportation
      - Policy 9150 School Visitors
      - Policy 7410 Maintenance and Repair
      - Policy 3160 Physical Examination
      - Policy 7523 School District Provided Technology Devices to Students
      - Policy 7510 Use of Facilities
      - Policy 7513 Recreational Use of Playgrounds
    - Policy new to the district related to COVID-19
      - Policy 1649 Federal Families First Coronavirus Response Act

## **Protocols for Full-Time Remote Option for Students**

- Program for Full-Time Remote Option:
  - Students Whose Parents OPT Kids out and Request FULL VIRTUAL
    - Core Subjects (ELA, Math, Science, Social Studies)
      - Students will be assigned to a full remote section and an assigned teacher will hold virtual instruction for core subjects in lieu of in-person instruction.
    - Special Subjects (Art, Music, PE, Health, World Language)
      - Will join the virtual instruction periods for the cohort on virtual instruction for the cohort scheduled into.
- Full-time Remote Learning Requirements:
  - All students are eligible for full time remote learning; eligibility cannot be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria.
  - Students participating in the board's full time remote learning option will:
    - have access to standards-based instruction of the same quality and rigor as that afforded all other students of the district,
    - be assured access to the requisite educational technology to the best effort possible,
    - be provided special education and related services required under the IEP to the greatest extent possible,
    - adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3,
    - be required to meet local attendance policies and any other local policies governing delivery of services,
    - be required to meet district expectations of students participating in remote programs and their families.
  - The district will work with families/guardians to transition students and provide support and resources to families/guardians during this transition.
- Procedures for Submitting Full-Time Remote Learning Request:
  - Deadline for submitting the request for the start of the 2020-2021 school year will be August 7, 2020 via the digital survey provided to parents via a blast and posted on the district website ([www.rumsonschool.org](http://www.rumsonschool.org))
    - Services will be delivered by the start of the school year.
  - The deadline for submitting requests after the school year begins must occur 7 school days prior to the transition occurring.
  - Points of Contact to submit the request and additional questions:

- Mrs. Jennifer Gibbons- Forrestdale Principal
  - Ms. Shari Feeney - Deane-Porter Principal
- Information needed for requests to be processed must be submitted via email to the building principal and must include:
  - Students full name
  - Students grade level for the upcoming school year
  - Verification of the technology necessary to receive remote instruction (including camera and speaker capability)
  - Verification of internet access and/or Wi-Fi sufficient to receive remote instruction.
- Procedures for Transition from Full-Time Remote Learning to In-Person Services:
  - Students may transition back to in-person services on the start of a new trimester only or when the district makes the transition from Mode B Hybrid/Mode C Full Virtual to Mode A Full In-Person.
  - The family/guardian must provide the district with notice of transition to In-Person 7 school days prior to the start of a new trimester or switch to Mode A Full In-Person.
  - In the event the switch happens with less than 7 days notice from the district, the actual start date for in-person will be no more than 7 school days from a family/guardian's request.
- Communication of the Full-Time Remote Learning Plan:
  - This plan will be communicated to families/guardians by being posted on the district website and through email blasts to families/guardians.
  - The communications will include (outlined in this plan):
    - Access to and summary of the full time remote learning procedures,
    - Procedures for submitting full time remote request,
    - Scope and expectations of full time remote learning,
    - Transition processes from full time remote to in-person and vice versa,
    - Procedures for ongoing communication, including how to have questions or concerns addressed.

**Quarantining/Isolation/Contact Tracing**

- The following guidance will be followed in consultation between our school nurses and Monmouth County Regional Health Commission No. 1.
- Upon report of confirmed case or probable case

- Follow COVID-19 School Community Containment Guidelines base on the NJDOE/CDC guidance
      - [School Community Containment Guidelines](#)
      - [Isolation vs. Quarantine](#)
      - [Instructions for Persons Who Test Negative](#)
      - [Instructions for Persons Who Test Positive](#)
      - [Test Result Timetable](#)
  - Notify staff and parents with letter
    - that exposure may have occurred
    - intent for health department to conduct contact tracing
  - Provide information to local health department for formal contact tracing procedure
    - [CDC Contact Tracing for COVID-19](#)
    - Health Official Contacts/Documents
      - To be contacted by school nurses only unless designated to call
      - Hotline 1-800-222-1222
      - Monmouth County Regional Health Commission # 1
        - a. David Henry
        - b. After Hours Emergency Call Center
      - School Physician - Dr. Brunetto
  - Must have information at all times on each student and staff member
    - Where students have been
    - Who students have interacted with
    - Liaison would provide to health department for formal contact tracing procedure
    - Notify staff and parents with letter
      - that exposure may have occurred
      - intent for health department to conduct contact tracing

- Visitors
  - No entrance for parents/family members

- Meetings done virtually
  - If must be admitted must be screened with app and thermal camera
  - Medically related visits are under the supervision of the principal and nurse
- Limited entrance to contractors/vendors/boro as arranged with building and grounds
  - Conduct virtually if possible
  - Hosted outside school on grounds if possible
  - If admitted must be screened with app and thermal camera
- Visitors of all types must wear masks at all times within the buildings
  - Refusal to wear a mask will result in visitor not being allowed to enter
- Drop-off of items to students will not be allowed
- Use of Facilities is restricted to Rumson School District Programs

### **Security and Fire Drills/Procedures**

- NJ School Security Drill Law NJSA 18A:4-1 requires drills to occur for any months the school is open for instructional program.
  - All drill requirements must be met.
  - All drills can be done as active drills, tabletops, or full scale exercises.
  - Drills requiring close contact should be scheduled for later in the school year to access all students.
  - Drills requiring use of community notification systems are added value during virtual learning to access all students.
  - The replication of drills on A/B days allows for access to all students.
  - The NJDOE Office of Emergency Preparedness and Emergency Planning will provide monthly guidance.
- NJ Emergency Evacuation Drills for Fire Evacuation NJAC 5:70-3 suspends all fire evacuation drills until further notice.
  - Temporary partitions, screens, shields must meet the flame retardant materials and floor to ceiling construction requirements under this code.
  - Temporary tents or shelters must meet the permit and construction requirements under this code.

### **Professional Development/Supports**

- Restart Committee

- composed of Administration, Guidance Counselors, CST Members, Team Leaders, Nurses, Dean of Students, Building & Grounds, IT/Network
- charged with building and monitoring restart plan for the Fall 2020 school year
- Members Include:
  - Dr. John E. Bormann
  - Mrs. Jennifer Gibbons
  - Ms. Shari Feeny
  - Mrs. Vera Ridoux
  - Mr. Michael Snyder
  - Mrs. Nancy Pearson
  - Mrs. Jessica Piernik
  - Ms. Allie Copman
  - Mr. Spencer Austin
  - Mrs. Sandy Self
  - Ms. Kelly Schultz
  - Mrs. Brooke Huff
  - Mrs. Jen Olsen
  - Mrs. Colleen Henrikson
  - Ms. Deanna Lukac
  - Mrs. Loreen Haldane
  - Mrs. Pam Mannion
  - Mr. Dan Morrone
  - Mrs. Sommer VanDeBoe
  - Ms. Kate Sullivan
  - Mrs. Moira Barrett
  - Ms. Liz Waters
  - Mrs. Sandy Pignataro
  - Mrs. Amy Lepping
  - Mrs. Kim Rose
  - Mrs. Carolyn DeSena
  - Dr. Carmella Sheinin
  - Dr. Stacy Doumas
  - Dr. Douglas Weine
  - Mrs. Amy McDouagh
  - Mrs. Maria Montanez
  - Dr. Jacqueline Brunetto
  - Mrs. Lori Rongetti

Mrs. Jennifer Jaroschak  
Mr. Michael Ingrassia  
Mr. Ryan Kinney  
Mrs. Irene Hall  
Mrs. Heather Robinson  
Mrs. Elizabeth Kirk  
Mrs. Dorothy Whitehouse  
Mrs. Lee Esposito  
Mrs. Bridgid Grant  
Mrs. Meghann Keaveney  
Mrs. Shauna Murray  
Mrs. Maura Beyer  
Mr. Scott Caldwell  
Dr. John Connors  
Mrs. Tara D'Uva  
Mrs. Melissa Ginsberg  
Mrs. Stacey Izzo  
Dr. Charles H. Jones III  
Mrs. Kara Markiewicz  
Mrs. Kim Swain  
Ms. Krisanne Zajac  
Mrs. Natalie Carroll  
Mrs. Denise McCarthy  
Mr. James O'Brien

- Pandemic Response Team

- Subcommittee of Restart Committee
- Composed of Administration, Nurses, Building & Grounds, Health Officials
- Charged with health-related pandemic topics both proactively and reactively
- Members include:

Dr. John E. Bormann  
Mrs. Jennifer Gibbons  
Ms. Shari Feeney  
Mrs. Maria Montanez  
Ms. Krisanne Zajac  
Mr. Spencer Austin



Mrs. Kelly Schultz  
Mrs. Megan McGhee  
Mrs. Nancy Pearson  
Mrs. Jessica Piernik  
Ms. Allie Copman  
Mr. James O'Brien  
Mrs. Carolyn DeSena  
Dr. Carmella Sheinin  
Dr. Stacy Doumas  
Dr. Douglas Weine  
Mrs. Amy McDonagh  
Dr. Jacqueline Brunetto

- School Improvement Panel
  - Composed of School administration and Team Leaders
  - Charged with supporting teaching and learning, professional development, and teacher evaluation in general but under Restart focused on such topics specific to restart plan
- Training
  - Staff Training and Professional Development for items in this plan will occur on August 31, September 1, and September 2, 2020 as per [20-21 District Calendar](#)
  - Health Training
    - Signs and Symptoms of COVID-19
    - Health Hygiene Procedures - PPE, sanitizing, respiratory etiquette, hand washing
    - Screening, Quarantining and Contact Tracing
  - SEL Topics
    - Supporting Student Wellness through COVID times
    - Adjusting to the Change in COVID Times
    - Managing the Stress and Anxiety of Synchronous and Asynchronous Learning
  - Curriculum Training
    - Gap Analysis
      - Continuing process in Fall Units
      - Application from 19-20 analysis to 20-21 instruction
      - Identifying Priority standards for 20-21

- Blended Teaching and Learning
  - Synchronous vs. Asynchronous instruction - Modern Teacher Cohort
  - Assessment and Grading in Virtual Coursework
  - Project-Based Assignments
- Safety and Security
  - Revised Security procedures
  - Revised Fire Drill procedures
- Other Professional Domains
  - Teacher Evaluation for 20-21
  - Multi-Tiered System of Supports (MTSS)
    - In general and as applies under pandemic response
    - Academic Process
    - SEL Process

### **Student Education**

- Signage, instructions, and floor markers posted throughout entry vestibules, hallways, bathrooms, and classrooms
- Delivered through Morning Meetings by classroom teachers
- Delivered through push-in/pull-out guidance counseling services
  - Health Hygiene under Pandemic in School, on Bus and At Home
  - Mask Protocols in School and on Bus
  - Social Distancing in School and on Buss
  - SEL Supports- Stigma, Friends Sick, Scary PPE, Anxiety of Virtual Learning
  - Synchronous/Asynchronous Learning How To's

### **Parent Education**

- Written Information posted on web and blasted
  - [Mental Health Association of Monmouth County COVID-19 Community Resources](#)
  - [CDC School Decision-Making Tool for Parents](#)

- [CDC Back to School Planning](#)
- [COVID-19 District Web Page](#) at [www.rumsonschool.org](http://www.rumsonschool.org)
- [Virtual Learning District Web Page](#) at [www.rumsonschool.org](http://www.rumsonschool.org)
- Webinars/Screencasts posted on web and blasted
- Virtual Parent Academies
  - Impact on Student Activities Outside of School Day
  - How Can Parents Help and Feel their Children are Safe
  - General COVID-19 information
  - In-district health protocols
  - Symptomatic individual protocols/contact tracing protocols
  - Curriculum and Instruction adjustments
  - Synchronous vs. Asynchronous Learning goals and actions
  - Destressing kids lives
  - on-line/virtual student etiquette expectations
  - Supporting parents with at-home technology