



**School Closure Plan  
for COVID-19 Pandemic**

developed 3-8-2020, updated 3-19-2020

Public Health-Related School Closure

County: Monmouth

District: Borough of Rumson School District

Chief School Administrator: Dr. John E. Bormann, Superintendent

Phone: 732-842-4747

Demographic Information:

Number of Students: 1005 (Deane-Porter 407, Forrestdale 598)

Special Education: 110

All other subgroups are not reportable as they are under 20 students.

I. [School Closure Letter 3.13.2020](#)

II. Why?

- A. Preemptive closure
- B. Limits transmission within a community as strategy
- C. Allows for “deep” sanitizing of schools
- D. March 17, 2020 forward counts as school day due to district’s:
  - 1. consultation with NJDOH
  - 2. submission/approval of a virtual learning plan with NJDOE
- E. Follows NJAC 6A:16-10.1

III. How?

- A. Use of Google Hangouts and Google Classroom from home
- B. Use of on-line resources students have access to (ex. Achieve, IXL, digital textbooks, etc.)
- C. May send packets home ahead of time and ask students to reference in daily plan communicated to students

D. Access Assurances

1. [Parent Form](#) about device/internet access
  - a) If no device per student, need to provide
  - b) If no internet access, need to provide hotspot
  - c) Depending on closure a plan will be disseminated for device pick-up/release

IV. What? Each grade level/subject will:

- A. include a virtual face-to-face component with teacher
- B. include time-on-task
- C. have access to teacher for follow-up
  1. teacher access 9:00 - 2:00pm (plus additional planning/preparation time)
- D. include attendance confirmation
- E. support New Jersey Student Learning Standards
- F. be an established routine
  1. Plans reviewed by administration
  2. For grades 6-8 it will be sent per grade level.
  3. For grades PreK-5 the plan will be sent per homeroom teacher.
  4. Grades 6-8
    - a) ELA, Math, World Language = daily
    - b) Science, SS = once every two days
    - c) PE/Health/SEL, Art, Music, STEM= weekly
  5. Grades PreK-5
    - a) ELA, Math = daily
    - b) SS, Science, PE/Health/SEL, Art, Music, STEM, World Language= weekly
  6. Inclusion of support for IEP, 504, I &RS, Basic Skills, G&T, Counseling needs of individuals
    - a) Related Services are compensatory and must be made up upon return to school as per state statutes
  7. Each morning, by 8:45 the plan for that day will be shared with students through Google Classroom.
    - a) An email will be sent to parents so they are aware of the plan on a daily basis.
    - b) We will continue this pattern through the closure.
  8. Resources for Parents
    - a) [At Home Learning Resources for Parents](#)
    - b) [At Home Learning for Students](#)
    - c) [Special Education Parent Follow-Up](#)
- G. A Virtual Learning page will be maintained on the district website at [www.rumsonschool.org](http://www.rumsonschool.org)

V. Free and Reduced Meals

- A. Rumson is a non-participating school district

- B. Those students identified are supported by the PTO/BOE confidentially
- C. Continued support will occur during closure via gift cards
- D. If a parent is in need of support they will contact their building principal

VI. Operations

A. Building Coverage:

- 1. Superintendent and SBA daily
- 2. 1 district office secretary daily on rotating basis (payroll, accounts payable, Secretary to Superintendent)
- 3. 1 administrator per building daily on rotating basis (Principals, Supervisors)
- 4. secretaries only as needed per their direct administrator
- 5. custodial staff on a split schedule until cleaning completed and 1 per building thereafter
- 6. IT, Building & Grounds supervision on rotating basis and as needed

B. Building Hours:

- 1. All personnel are available from 8:30-2:30 via email or phone.
- 2. Visitors will not gain access to the building.

VII. Health Official Contacts/ CDC Information

- a) COVID-19 Hotline 1-800-222-1222
- b) Monmouth County Regional Health Commission # 1 After Hours  
Emergency 732-493-9520
- c) Center for Disease Control Website  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>