

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
74 RIDGE ROAD
RUMSON, NEW JERSEY 07760-1896
www.rumsonfairhaven.org

Debra Gulick
Superintendent

(732) 842-1597
dgulick@rumsonfairhaven.org

In alignment with our School Emergency Operations Plan (2013) and Board Policy #8420 Emergency and Crisis Situations, the following plan has been put in place in order to address the risk of the spread of the COVID-19 in our school and throughout the school community. This plan was updated on 4/20/20 with the input of students, teachers, administrators, community members and our Board of Education. **This plan was updated on 5/22/20 with the input of students, teachers, administrators, community members and our Board of Education, and in compliance with the most up to date Executive Orders and NJDOE Guidance.**

Goal:

The Board of Education, the Superintendent and the Administrative Team of Rumson-Fair Haven Regional High School have engaged in regular conversation regarding prevention and preparedness activities since January 2020. Together, our goal has been to respond to the most up-to-date factual information, with a deliberate and measured response that prioritizes both the health and education of our students. Additionally, we are committed to preventing the spread of misinformation by communicating transparently and frequently with the students, staff, and parents in our school community.

Prevention:

- Deep cleaning of entire building on Saturday, Feb. 29, 2020
- Additional custodial staff cleaning high frequency touchpoints daily since Mar. 4, 2020
- Installed new batteries and product with 62% alcohol in wall mount hand sanitizers
- Distributed 62% alcohol hand sanitizers to all staff
- Installed additional wall mount hand sanitizers in large group areas
- Deep cleaning of entire building on Saturday, March 7, 2020

May 22, 2020 Update

- **Continued cleaning of touchpoints, offices, and bathrooms throughout closure with rotating staff**
- **Visits to school are by appointment only at designated times**
- **Contact information of all visitors is logged daily**
- **Teachers and students are scheduled to come to the building to collect their belongings by appointment only and with masks; for those who prefer, custodial staff will box or bag belongings for pick up later in June.**

Preparedness:

- Updated Policy # 2412 to allow for online delivery of home instruction services - October 2019
- Provided professional development for all teachers in the use of Google Classroom - July & October 2019; February 2020
- A survey regarding access to the Internet was conducted (100% have access to the Internet; 1% of students need to borrow a device)
- Data regarding attendance and reasons for absences collected daily
- Supervisor oversight and support of the use of Google Classroom by all teachers - February 2020

- Planning meeting for potential school closures with Admin. Team - March 2020- weekly
- Planning meeting for potential school closures with full staff - March 9, 2020
- Supervisor follow up with all teachers regarding flexible assignments - March 9, 2020
- Planning meeting with counselors, CST and related services - March 9, 2020
- Planning meeting with teachers of highly specialized special education programs - March 10, 2020
- Increased use of Google Classroom by all teachers - March 2020
- Check-ins by counselors and CST members - March 2020
- Check-in by counselors with students eligible for free/reduced lunch - March 2020

Messaging:

- Weekly emails provided to school community regarding our prevention and preparedness activities
- Letter drafted by Board president, principal and superintendent - March 6, 2020
- All messages reflect links to reliable sources of information
- Additional messages sent to address new information (e.g., RBR sibling presumed positive, updated Executive Orders)

May 22 Update

- **At a minimum, a message is sent to parents weekly by the superintendent.**
- **Additional messages are sent to students by the principal.**
- **Messages to the community are posted on the district's website.**
- **We maintain weekly contact with local officials, including the police department.**

Rumson-Fair Haven Regional High School will implement *Digital Days*.

The following details outline our plan for providing equitable access to instruction for all students, including students with disabilities.

General Education Students:

Each teacher or team of teachers will provide access to curricular materials and activities via Google Classroom. Additionally, teachers will determine a method for interaction with students using an approved platform (Google Classroom forums, Google Hangout phone in conferences, Gmail school accounts).

- Teachers will post materials and assignments daily, and provide support and feedback regularly.
- Students are expected to participate in activities daily and to hand in assignments through Google Classroom;
- Teachers and students will participate asynchronously (that is, at a time that is convenient for each).
- Teachers and students will be logged into Google Classroom at least two hours each day that would have been a school day.
- Students sign in to each class daily. Teachers call home when students neglect to participate for two or more days.
- Students who miss more than five days of instruction are contacted by their counselors.
- Attendance reports are delivered daily to the administrative team.
- **For the fourth quarter, the following adjustments were made:**
 - **increased use of video with designated times for each class period**
 - **fewer grading categories to allow for flexibility in assessments**
 - **consistent time to post assignments (8:00 AM, M-Th)**
 - **consistent due date and time to submit assignments (8:00 PM the next day M- F)**

- **Fridays are reserved for office hours only; there are no new lessons posted.**
- **AP exams will be taken at home, as indicated by the College Board.**
- **June SAT and ACT are canceled.**
- **Upon the cancellation of onsite instruction for the remainder of the year, a schedule of live video sessions was shared with the parents.**
- **Failing fourth quarter grades will be calculated at a floor grade of 50.**
- **The Administrative Team is reviewing all grades of all seniors and contacting those whose graduation is in jeopardy.**
- **Professional Development was provided through the work of our Innovation Specialists and during our scheduled Professional Development Day on May 22.**

All teachers use Google Classroom to provide resources and assignments for their students. Students have access to all of their classes at this login. **ScreenCastify and GoToMeeting were purchased in order to enhance opportunities for students and teachers to interact.**

As needed, students were able to borrow a Chromebook from our Media Center. 99% of students indicated that they had both devices and access to the Internet. **To date, 40 Chromebooks have been loaned to students. No student needed a hotspot. One teacher was provided with a hotspot for internet access temporarily.**

Additionally, provisions have been made for:

Students with disabilities:

- Access to curricular materials and activities via Google Classroom
- Additional supportive materials and resources as required by their IEPs
- Access to their teachers via Google Classroom tools (forums, and if necessary, Hangouts)
- Regular check-ins by CST members
- Students who are unable to access OT/PT or Speech services while we are closed will receive additional services once we have reopened after an initial assessment on a case by case basis.
- Added OT, PT, Speech services virtually as per NJDOE updates guidance and with attorney guidance

Students with high counseling needs:

- Access to their counselor by phone by appointment (with parent permission)
- Regular check-ins by counselors
- Continued monitoring of students by counselors, CST, Rutgers Clinician
- Monitoring of logs by supervisors, principal and superintendent

Students who receive free/reduced lunch:

- Students were contacted prior to closing
- Eligible students received gift cards for local supermarkets in consultation with parents.
- The application for Free/Reduced Lunch was posted on the school's website.

Messaging during school closure:

- Interactions between teachers and students are taking place through approved district supported applications, including Google Classroom and district email.
- Faculty received updates weekly regarding the status of our closure.

- Parents receive updates as new information becomes available through our Blackboard email system, at least weekly.
- Information is posted on our website and updated weekly.
- Administrators are at school daily, unless otherwise directed.
- Faculty receives information at least weekly from the superintendent and supervisor.
- Students receive information from the principal.

Other:

- One administrator (Principal, Vice Principals) is present at building from 8 AM - 1 PM daily to assist students and teachers with individual requests by appointment
- At least one of administrator involved in Operations (Superintendent, Business Administrator, Supv. of B&G, Supv. of Technology) is present in building daily from 7:00 - 4:00 with flexible hours and days
- Spring Break Building work continued as planned (security upgrades, new main office furniture, beginning of phase 2 referendum work); additional work is being done on a week by week approval
- Board Committees are meeting virtually when discussion items cannot be delayed.
- Board Meeting held March 24 virtually. April 21 and May 5 Board meetings are also planned to be held virtually using GoToWebinar software. All Board meetings are being held virtually while the Executive Orders are in place.

May 22 Update

- **Alternate dates for important student events are being confirmed; alternate graduation plans are being considered. A [request for approval](#) was sent to the ECS during the week of May 11.**
- **A virtual senior awards program is being produced for select seniors and their parents on June 8.**
- **A virtual graduation is being produced. It will be aired on June 19, and students will receive a copy of the video.**

Facilities:

May 22 Update:

- **A reduced number of custodians maintains the building daily by cleaning and disinfecting offices, bathrooms and high traffic touchpoints.**
- **Teachers and students have been scheduled by appointment to collect their belongings by department/ location in the building, allowing custodians to deep clean the entire area daily when appointments are scheduled.**
- **Additional masks, gloves, and disinfecting wipes were purchased in order to facilitate compliance with Governor's Executive Orders for employers.**
- **A daily log is maintained of all RFH staff, visitors and contractors in the building.**
- **Construction activities scheduled to begin during Spring Break have continued; contractors are observing social distancing guidelines and wearing masks as required to maintain social distancing guidelines.**
- **As of May 26, the maintenance staff will begin to complete tasks normally done in the summer, including routine maintenance & repair of classroom floors, walls, ceilings, minor renovations of select spaces, outdoor maintenance of fields and grounds. Maintenance staff have been scheduled for fewer hours per week, and on a rotating schedule while Stay at Home Order remains in effect.**

Summer Activities:

May 22 Update:

- **ESY has been scheduled; if social distancing guidelines are relaxed, students will be onsite in classrooms of no more than 6 students and 4 adults; outdoor spaces will be used when possible; a separate room has been set aside for one-on-one OT/PT/Speech services.**
- **Summer Academic Enrichment Programs have been reduced dramatically. Rising grade eight students will have the opportunity to participate in online Study Skills sessions for no cost.**
- **There are plans to provide instruction on site for students who need support in mathematics, reading and writing. There are no plans to offer this program virtually. (Only 10% of parents are interested in an online summer program.)**
- **There are plans to provide opportunities for students to recover credit through online instruction.**

Essential Personnel:

Closure - May 21

Operations (at least 3 of the following onsite daily 7:30 - 3:30)

- Superintendent
- Business Administrator
- Supv. of Buildings & Grounds
- Supv. of Technology

Main Office Support (at least 1 of the following onsite daily 8 - 1)

- Principal
- Assistant Principal of Attendance & Discipline
- Assistant Principal of Athletics

Supervisors - (5) onsite 1-5 days during closure

Secretaries - (6) onsite 1-5 days during closure

Maintenance/Custodial Staff

- Maintenance Staff (4) - rotating schedule, reduced hours
- Custodial Staff - reduced staff, reduced hours, rotating schedule

Counseling

- RUBH counselor onsite 8 - 1 daily

May 26 - June 19

Administrative Team (onsite 3 - 5 days per week 7:30 - 3:30; at least six members are onsite daily)

- Superintendent
- Business Administrator
- Supv. of Buildings & Grounds
- Supv. of Technology
- Principal
- Assistant Principal of Attendance & Discipline
- Assistant Principal of Athletics
- All other Supervisors

Secretaries (onsite 3 - 5 days per week 7:30 - 3:30, as scheduled; no more than one person per office)

Network Administrator (onsite 3 - 5 days per week, 7:30 - 3:30, as scheduled)

Data Coordinator (onsite 3 - 5 days per week, 7:30 - 3:30 as scheduled)

Maintenance/Custodial Staff

- Maintenance Staff (4) - rotating schedule, full day
- Custodial Staff - reduced staff, rotating schedule

Security

- Security personnel scheduled to assist with managing visitors' appointments.

Counseling

- RUBH counselor onsite 8 - 3 daily