



NEW PROVIDENCE SCHOOL DISTRICT

DAVID M. MICELI, Ed.D.
Superintendent of Schools
908-464-9050 (ext. 4225)

JAMES E. TESTA
School Business Administrator/
Board Secretary
908-464-9050 (ext. 4223)

SCOTT D. HOUGH
Assistant Superintendent of
Educational Services
908-464-9050 (ext. 4222)

JOHN M. RICHTER, JR.
Director of Curriculum,
Instruction, and Supervision
908-464-9050 (ext. 4221)

356 ELKWOOD AVENUE • NEW PROVIDENCE, NJ 07974 • FAX (908) 464-4813 • www.npsd.k12.nj.us

March 9, 2020

Re: Coronavirus Closing Procedures

Dear Parents, Staff, and Community Members:

As we continue to prepare and plan for the possible arrival of the coronavirus, I want to share some additional information with you regarding our closing procedures plan. In the event we are given a written directive from the Department of Health to close, the following procedure will occur:

1. With a directive, notification will go out via our emergency communication system, which we tested last Friday, and will also be posted on the [district website](#).
2. Upon notification, students will report to school the next day in order to be provided with details from their teachers, and to gather all of their school and personal belongings. This school day will be an early dismissal day for all students. (Day 1)
3. Although an early dismissal will occur, all school buildings will remain open until 8pm so that everyone will have the ability to return in the event a student forgot their personal and/or school items. (Day 1)
4. Staff will have the opportunity to report to school the following day to continue to plan and gather materials and equipment. (Day 2)
5. On the third day after the announcement to close, all schools will be closed until further notice to students, parents, staff and the public. No entry will be allowed. (Day 3)
6. It is difficult to determine the length of the closure at this time, but we are planning for a 2 to 4 week period.

It is **important to note** that we will implement this procedure assuming we have the authority to proceed as mentioned above. In the event that we are given an immediate directive from a State official, we will provide additional guidance at that time.

Please note that instructional expectations and guidance will be provided to you by our building principals at the time of closure.

Thank you for your patience as we continue to share important information with you regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "David Miceli, Ed.D.".

DAVID M. MICELI, Ed.D.
Superintendent of Schools