

March 13, 2020

Dear Shepard Parents and Families:

It has become increasingly likely that Shepard will need to close the school building and provide online educational instruction during this COVID-19 situation. Consequently, please see below Shepard's Instructional Education plan in the event of a school closure. We have prepared the following plan to provide our students equitable access to instruction.

- Teachers will provide lessons and instructional support via student/parent email.
- Students that utilize online learning formats during the typical school day will continue that learning format as appropriate. Examples include but are not limited to Fast Forward, Rosetta Stone, Duolingo, and IXL Learning.
- Related services:
 - Individual and group counseling assignments and activities will be provided as part of the student's instructional materials.
 - Speech, Occupational Therapy, and Physical Therapy will not be provided in the event of a closure. These services will be provided on a compensatory basis upon reopening according to updated NJ DOE guidance as it becomes available.

Implementation Plan:

In the event of a school closure, the following procedures will be followed.

- **Shepard School:**
 - Instructional days are Monday through Friday according to the school calendar.
 - By 8:25 AM of each instructional day, homeroom teachers will email students/parents a daily agenda along with instructional materials and assignments for that day.
- **Shepard Preparatory High School:**
 - Instructional days are Monday through Friday according to the school calendar.
 - By 8:25 AM of each instructional day, homeroom teachers will email students/parents a daily agenda along with instructional materials and assignments for special area subjects as well as the subject area they teach.
 - By 8:25 AM of each instructional day, subject area teachers will email students/parents the instructional materials and assignments for their class.

Students with no access to Internet, computer/laptop, or printer. These students will receive printed copies of all assignments via postal mail.

- In the event a closure occurs with prior notice, students without access to technology needed for instruction will be provided with a laptop if possible and a copy of all instructional materials needed to take home on the last day prior to closure.

- If advance notice is not possible, office staff will mail instructional materials to the student's home/residential address.
- Please note: In the event if your child's sending district closes and Shepard remains open, please reach out to Shepard and your district case manager to determine if attendance at school is appropriate.

Please see attached communication list of administrators, homeroom teachers, and support staff if you have any questions and concerns. As always, thank you for your continued support in our efforts to best meet the educational needs of our students.

Again, as events have been unfolding, we do anticipate a closure in the very near future. Please pay special attention to school-wide alerts via our Honeywell System which will apprise you if and when this occurs.

Sincerely,

Frank Cocuzza
Director

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