



# SHEPARD

FRANK J. COCUZZA, MSW  
DIRECTOR

LAUREN NAVA Ed.D.  
PRINCIPAL

## School Preparedness Plan for Health Related School Closing Instructional Plan Updated: 5/20/2020

**Schools:** Shepard School – 2 Miller Road, Kinnelon NJ 07405  
Shepard Preparatory High School – 8 Columba Street, Morristown, NJ 07960

**Director:** Mr. Frank Cocuzza  
973-984-1600 (Morristown)  
973-850-6130 (Kinnelon)  
[fcocuzza@shepardschools.org](mailto:fcocuzza@shepardschools.org)

**Principal:** Dr. Lauren Nava  
973-984-1600 (Morristown)  
973-850-6130 (Kinnelon)  
[lnava@shepardschools.org](mailto:lnava@shepardschools.org)

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**Rationale:** To develop a skills-based preparedness curriculum and to provide equitable access to instruction in the event of a school closure.

**Population:** All students in grades K-transition who attend Shepard School and Shepard Preparatory High School. Both locations are state-approved private schools for students with disabilities.

Shepard Schools have fully integrated the use of Microsoft Teams for instruction, communication, and assignment submission. Teachers are conducting Live Video Instruction via Teams (as of 4/20/2020) with the support of our paraprofessional staff. Teachers continue to have office hours as held previously after instruction to answer questions and provide additional academic assistance. Related services (including counseling, speech, occupational therapy, and physical therapy) are being provided at the frequency and modality as delineated in their IEP's.

All teachers are responsible for providing lessons each day, checking submitted work, and communicating with students. Communications are focused on explaining concepts, answering questions, and providing feedback as appropriate. Schedules include all of the students' required courses.

### Preparation Plan:

- March 4, 2020: Informational letters containing general information COVID-19, school efforts at disinfection, hygiene reminders, and recommended precautions sent to all parents and bus companies.
- March 9, 2020: Informational and Technology survey sent to all parents to determine appropriate means to deliver instruction based on the following information:
  - *Parent communication-confirmed emails*

8 Columba St · Morristown, NJ 07960 · Tel: (973) 984-1600 · Fax: (973) 984-9722  
2 Miller Road · Kinnelon, NJ 07405 · Tel: (973) 850-6130 · Fax: (973) 850-6134  
[www.ShepardSchools.org](http://www.ShepardSchools.org)

- *Student communication-confirmed emails (Shepard Preparatory High School only)*
  - *Access to Internet*
  - *Access to a computer/laptop*
  - *Access to a printer*
- Checklist completed for each student
- March 13, 2020 and March 16, 2020: Early dismissal for students to allow for staff planning and preparation of instructional materials.
  - Students that utilize interactive online learning formats during the typical school day will continue that learning format as appropriate. Examples include but are not limited to Fast ForWord, Rosetta Stone, Duolingo, and IXL Learning.

Technology surveys were sent to all families prior to closure. Students and/or staff without access to a laptop were provided one by Shepard Schools. Individual technical support is provided by Shepard. Any emerging technology issues are addressed by teachers and counselors (i.e., one-to-one assistance on how to successfully access technology, providing alternate supports such as email assignments, and paper copies when possible). A technology coordinator is also available for immediate, live support.

### **Implementation:**

- **Shepard School: Grades K-8**
  - Instructional days are Monday through Friday according to the school calendar.
  - Live Instruction occurs from 9-11
  - Instructional Live “Office Hours” are held each day from 11-12
  - Homework assignments are provided following Live Instruction
  - All assignments are submitted through Microsoft Teams
  - Related services provided through Microsoft Teams
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- **Shepard Preparatory High School: 9-12 and Transition**
  - Instructional days are Monday through Friday according to the school calendar.
  - Live Instruction occurs from 10-12
  - Instructional Live “Office Hours” are held each day from 12-1
  - Homework assignments are provided following Live Instruction
  - All assignments are submitted through Microsoft Teams
  - Related services provided through Microsoft Teams

Virtual and remote learning is assigned in grade bands as well as academic levels on Microsoft Teams. Independent activities are assigned as deemed appropriate in the IEP. Grading and monitoring of student progress remained aligned with Shepard grading procedures with consideration to the altered learning environment.

Attendance is determined and recorded by logging into Microsoft Teams classroom, participation in live instruction, and submission of written assignments. Any lapses or changes in attendance or participation are immediately addressed with both student and parent via teacher and counselor communication. Adjustments are made if necessary to foster or increase student participation. District case managers are apprised if any student is lacking in their attendance and/or participation, and/or credit deficient.

• **English Language Learners:** Shepard Schools are private receiving schools. Sending districts address ELL and bilingual student needs. Shepard Schools do not currently have an English Language Learner population.

- **Safe delivery of meals:** Not provided by Shepard Schools: Referred to student sending district.

- **Facilities:** Facilities are continually being cleaned and disinfected by Shepard Schools’ custodial staff. Custodial staff survey building and conduct maintenance projects and repairs as necessary (i.e. all floors have been cleaned and waxed, gymnasium lights have been repaired, gymnasium painted, stairways painted) to ensure the integrity of the building during closure and to have a safe building ready for student and staff return.

**Students with Disabilities:**

Remote/virtual instruction is provided to all students with Individualized Education Plans (IEPs) as described in the instructional plan above. Instruction continues to focus on meeting the educational and social-emotional goals and objectives as outlined in each student’s IEP. Teachers document IEP implementation through quarterly progress reports. Related service providers document services provided through quarterly progress reports and monthly service logs. All services are provided in accordance with the frequency and modality as mandated by the student’s IEP.

Teachers and counselors work collaboratively with parents via phone and email to address and revise the implementation of accommodations in the home setting. Shepard Case Manager Liaisons provide updated instructional plans to sending district case managers on an ongoing basis. The liaisons notify sending district case managers if there are any required changes to the IEP. The sending district is responsible for conducting virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities. Shepard staff members participate in all virtual IEP meetings held by the sending district to which they are invited.

**Extended School Year:**

As you may be aware, Shepard School offers an Extended School Year Summer (ESY) Program. In accordance with ongoing NJDOE guidance and recommendations by the governor, Shepard Schools are prepared to offer a virtual ESY program. The program is full day and will be a combination of academics, art, social-emotional learning, and physical education. The format of the virtual instruction will continue similarly to the school year in order to provide consistency and structure for our students. Any students identified by their sending districts as having credit deficits or learning loss will have the opportunity for credit recovery during ESY. We have prepared the following plan to provide our students equitable access to instruction.

**Program Location:** Virtual using Microsoft Teams

**Program Dates:** July 1, 2020 to August 12, 2020 (30 days)

*The only scheduling exceptions are a closure on July 3<sup>rd</sup> and a 12:30pm dismissal on August 12, 2020.*

**Shepard School: Grades K-8**

- Instructional days are Monday through Friday according to the school calendar.
- Live Instruction occurs from 9-11
- Instructional Live “Office Hours” are held each day from 11-12

English Language Arts – 5X week 30 minutes

Math - 5X week 30 minutes

21<sup>st</sup> Century - 5x week 30 minutes (alternating weeks)

Art – 1X week 30 minutes

Physical Education – 2X week 30 minutes

Group Counseling – 2X week 30 minutes

For students receiving Speech, Occupational Therapy, and Physical Therapy services will be offered 1X week in a small group for 30 minutes, unless other arrangements have been made per the student's IEP.

**Shepard Preparatory High School: 9-12 and Transition**

- Instructional days are Monday through Friday according to the school calendar.
- Live Instruction occurs from 10-12
- Instructional Live "Office Hours" are held each day from 12-1

ELA – 5X week 30 minutes

Math - 5X week 30 minutes

21<sup>st</sup> Century- 4X week 30 minutes

Art – 2X week 30 minutes

Physical Education – 2X week 30 minutes

Group Counseling – 2X week 30 minutes

**Virtual Graduation:** Shepard Schools will hold a virtual graduation. See below for dates and times:

Shepard School Eighth Grade Graduation: Tuesday, June 16, 2020 10:30am Shepard Preparatory High

School Senior Graduation: Tuesday, June 16, 2020 7:00pm

May 21, 2020: Board Approval

May 22, 2020 Posted to Website

May 22, 2020 Plan shared with all sending districts

**SHEPARD PREPARATORY HIGH SCHOOL - MORRISTOWN**

## Essential Employees

<b>Positions</b>	<b>Person Assigned</b>	<b>Duties/Responsibilities</b>
Director	Frank Cocuzza, Director	Shepard Preparatory High School Director : Will be in building to provide teacher support, monitor deliveries, and building disinfection activities
Principal	Dr. Lauren Nava	Instructional supervisor of all teachers. All teachers will report weekly.
School Psychologist	Dr. Lindsey Zahra	Conduct Virtual IEP meetings; supervisor of counseling services
Building Supervisor	Flavio Acitelli	Supervisor of custodial services/building maintenance. Will monitor aide hours in Microsoft teams.
Office Contact	Teri Schafer	Set up meetings, send out alerts, conduct all phone communication
Business Office	Annmarie Scorzo	All business duties and transactions
Technology Coordinator	John Regis	Implement and oversee technology support for teacher implementation of virtual instruction
Nurse	Ms. Colleen Grazul Ms. Melissa Dodge	Nurse will call each family weekly to provide support. Nurse ensures school has adequate medical supplies.
Instruction	Teachers (14)	Assigning lessons in alignment with daily schedules. Daily instruction and communication with students, parents, and administration. Instruction and availability from 8:30am -2:30pm. Teachers will supervise all aides.
Instruction	Paraprofessionals (19)	Provide academic supports to assigned students on a daily basis through Microsoft Teams. Complete 40 hour training with certificate. Aides will log in to Microsoft Teams as instructional support.
Student Support	Counselors (5)	Communication with all parents, individual and group counseling when approved, counseling instruction and activities provided to students
Food Services	Not Applicable	Deferred to sending district.
Custodial	Ron Frary	Daily cleaning and disinfecting of physical school building.
Building Lease	Fr. Hernan Lena	

**SHEPARD SCHOOL - KINNELON**

## Essential Employees

<b>Positions</b>	<b>Person Assigned</b>	<b>Duties/Responsibilities</b>
Director	Frank Cocuzza, Director	Shepard Preparatory High School Director : Will be in building to provide teacher support, monitor deliveries, and building disinfection activities
Principal	Dr. Lauren Nava	Instructional supervisor of all teachers. All teachers will report weekly.
School Psychologist	Dr. Katie Dulfer	Conduct Virtual IEP meetings; supervisor of counseling services
Building Supervisor	Mr. Scott Sokerka	Supervisor of custodial services/building maintenance. Will monitor aide hours in Microsoft teams.
Office Contact	Ms. Kara McCluskey	Set up meetings, send out alerts, conduct all phone communication
Business Office	Annmarie Scorzo	All business duties and transactions
Technology Coordinator	John Regis	Implement and oversee technology support for teacher implementation of virtual instruction
Nurse	Ms. Leah Smith	Nurse will call each family weekly to provide support. Nurse ensures school has adequate medical supplies.
Instruction	Teachers (14)	Assigning lessons in alignment with daily schedules. Daily instruction and communication with students, parents, and administration. Instruction and availability from 8:30am -2:30pm. Teachers will supervise all aides.
Instruction	Paraprofessionals (25)	Provide academic supports to assigned students on a daily basis through Microsoft Teams. Complete 40 hour training with certificate. Aides will log in to Microsoft Teams as instructional support.
Student Support	Counselors (7)	Communication with all parents, individual and group counseling when approved, counseling instruction and activities provided to students
Food Services	Not Applicable	Deferred to sending district.
Custodial	Auggie Espinosa	Daily cleaning and disinfecting of physical school building.
Building Lease	George Casagrand	