



SHEPARD

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SHEPARD SCHOOLS 2020 REOPENING PLAN

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

Director: Mr. Frank Cocuzza
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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.

Mission: To develop a safe environment and skills-based preparedness curriculum that provides equitable access to instruction to students both physically and virtually. Shepard will strive to ensure that all students have the opportunity to participate in their education safely and meaningfully, whether learning in person or remotely.

This plan was created with adherence to The New Jersey Department of Education’s Restart and Recovery Plan, “*The Road Back*,” The New Jersey Department of Health, and the Center for Disease Control’s Guiding Principles.

CONTINUITY OF LEARNING: IN-PERSON INSTRUCTION

With our small student population, we are fortunate to be able to bring our full student body onto campus for in-person instruction five days a week while still maintaining appropriate physical distancing. However, school life is going to look and feel differently this fall. Shepard is implementing a plan to support physical distancing and the best practices necessary to ensure a safe reopening.

Shepard Schools will operate on an abbreviated day schedule. School hours for students will now be 8:00am until 12:40pm each school day.

Implementation: Schedules include all of the students' required core subjects and classes will remain 40 minute periods. All academics and related services will be provided during the abbreviated school day.

SHEPARD SCHOOL (K-8)

- Instructional days are Monday through Friday from 8:00am-12:40pm according to the school calendar
- All instructional courses and related services will be offered during this time
- Live "Office Hours" for homework support and supplemental support for virtual students will be from 1:30-3:00
- Homework will be assigned each day from Monday-Thursday
- All assignments (both physical and virtual) will be submitted through Microsoft Teams

SHEPARD PREPARATORY HIGH SCHOOL (9-12, Transition)

- Instructional days are Monday through Friday from 8:00am-12:40pm according to the school calendar
- All instructional courses and related services will be offered during this time
- Live "Office Hours" for homework support and supplemental support for virtual students will be from 1:30-3:00
- Homework will be assigned each day from Monday-Thursday
- All assignments (both physical and virtual) will be submitted through Microsoft Teams

CONTINUITY OF LEARNING: VIRTUAL INSTRUCTION

Some students may not be able to attend classes in person due to illness, health risk, or quarantine.

Students that continue to learn virtually will have live instruction and scheduled assignments during these same school hours (8:00-12:40) utilizing Microsoft Teams for instruction, communication, and assignment submission. All related services and independent activities will also be delivered remotely using the Microsoft Teams platform as deemed appropriate in the IEP. Grading and monitoring of student progress will remain aligned with Shepard grading procedures with consideration to the altered learning environment.

- All staff will be available in the afternoons from 1:30-3:00 via live chat for homework assistance or supplemental support for students learning virtually.

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.

Technology surveys were sent to all families in the spring prior to remote learning. 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.

* Since the virtual learning model is aligned with the in-person learning model, and both models are utilizing the Microsoft Teams platform, Shepard Schools will be able to make a quick and efficient shift to the all virtual model if necessary.

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.

CONDITIONS FOR IN-PERSON LEARNING:

- Lunch will not be served. Omitting the lunchtime process reduces the risk of larger group gatherings and the need to removal of face coverings.
- Classrooms have been configured to allow for six feet of social distancing. Other instructional and non-instructional rooms comply with social distancing standards (physical barriers, spacing, Plexiglas dividers) to the greatest extent possible.
- Shepard Schools have maintained heating and ventilation systems, have open windows whenever possible, and maintain filters for A/C units according to manufacturer recommendations.
- All meetings will take place virtually when possible to limit visitors in the school building.
- Each student will have his or her own bin of school and art supplies, and manipulatives to reduced shared/communal supplies.
- Students may bring their own water bottles to limit use of hallway water fountains.

- Each student will have his or her own technology device (Ipad and Laptop).
- Signs informing of students of proper hand-washing and social distancing measures have been installed throughout the school building. Six-foot distances have been marked to ensure students and staff are six feet apart in lines.
- Recess times will be staggered and organized to maintain the student homeroom cohort (Shepard School K-8 only). Students will wash hands with soap after outdoor play for recess or physical education class. Outdoor equipment will be frequently disinfected.

Field Trips, and extra-curricular activities outside of school hours will not take place.

*Sending districts are responsible for transportation. Student transport will be provided by the district and/or parent.

Sanitation

- Sanitizer dispensers with alcohol-based hand sanitizers are being installed in all classrooms, at entrances and exits of buildings, and near bathrooms.
- Hand washing breaks will be implemented for all students and staff.
- Classrooms will be sanitized each day following student dismissal.
- Custodians will be employing electrostatic and fogging disinfectant machines.
- Wherever possible, hands-free plumbing fixtures have been installed.
- Buildings will be professionally sanitized each week, focusing on “touch points” (i.e. handrails and other high-touch surfaces).

Student and Staff Health

Pandemic Response Team: Shepard Schools have developed a Pandemic Response Team to coordinate all efforts connected to COVID-19-related decision-making. The Shepard Pandemic Response team will work closely local health departments, and others in municipal and county government to implement the plans based on current Covid-19 conditions.

BEFORE SCHOOL: Parents must take their child’s temperature before sending to school. If The child has a fever of 100.4°F or above, they cannot be sent to school. Parents will be advised to please keep sick students home. If a child stays home sick, the school nurse will call home and ask the reason and if there was any medical diagnosis. Parents will need to answer “NO” to the questions below before sending their child to school.

School personnel will take each child’s temperature prior to entering the school building. School nurses will document any observance of signs/symptoms. Accommodations will be made as necessary in the for students with disabilities.

Do you have symptoms of COVID-19 including a fever of 100.4°F or higher?

Are you under evaluation for COVID-19?

Have you been diagnosed with COVID-19?

Have you had close contact with anyone diagnosed with COVID in the last 14 days?

Staff members will also take their temperatures each day before attending school. Any staff member with a temperature of 100°F or above will not attend. Staff will be required at the staff entrance to the building to sign in each morning a certification that they have responded “NO” to the questions above

before reporting to school. Staff members are instructed to not report to school if they cannot meet these guidelines.

Contract Tracing: Shepard Schools will collaborate with the local health department and engage our school nurses and will follow contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.

Reasonable Accommodations: The Shepard School will provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing and the use of face coverings.

- All individuals in the building will be required to wear face coverings (accommodations will be made for those that cannot wear masks due to medical conditions). A face shield may be worn in addition to, but not in place of, a mask. If a mask with a valve is worn, it must be covered with an additional mask. If you are using a reusable cloth mask, please label your mask with your name and wash daily.
- All staff members will be required to take their own temperature before arriving to school each day. Any adult with a temperature of 100.4°F or higher will be required to stay home and notify the principal/director.
- All students will have their temperature taken by a staff member using an infrared-scanning forehead thermometer before entering the building.
- Any student with a temperature of 100.4°F or higher will be sent home.
- Symptomatic individuals will be immediately isolated with supervision and sent home.

When Illness Occurs

Any student/staff member presenting with symptoms will be required to undergo Covid-19 Testing prior to returning to school

Tested Negative:	Should stay home and away from others until 24 hours after the fever had ended without the use of fever reducing medications and other symptoms improve OR after 14 days if it was recommended to quarantine
Tested Positive (No Symptoms):	May return to school once: <ol style="list-style-type: none"> 1. Ten days have passed from the collection date of their positive Covid-19 diagnostic test AND 2. Continue to have no symptoms since the test
Tested Positive (With Symptoms)	May return to school once: <ol style="list-style-type: none"> 1. 10 days have passed from the collection date of their positive Covid-19 diagnostic test (20 days and a note from your healthcare provider for severe COVID-19 illness and/or immune-compromised individuals) AND 2. Have had no fever for at least 24 hours (1 full day without the use of fever reducing medicines) AND 3. Other symptoms have improved

Any student or staff member that has had recent close contact with a person with a confirmed case of Covid-19, or has travelled to a region established as a “hot spot” for Covid-19 may be prohibited from attending school and be required to self-quarantine for 14 days. Shepard Schools will immediately notify the health department, staff and families of any confirmed cases of COVID-19 and will follow the health department’s safety recommendations, such as quarantining, if advised.

Parents, district case managers, and staff will be alerted to any updates in the schools’ plan or procedures via email, letters, and/or the Honeywell Alert System.