



SHEPARD

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PRINCIPAL

SHEPARD SCHOOLS 2022-2023 LEARNING 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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Principal: Dr. Lauren Nava
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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. Shepard continues to implement a plan to support the best practices necessary to ensure a safe learning environment (see below) for all students and staff.

CONTINUITY OF LEARNING: IN-PERSON INSTRUCTION

Educational and health protocols may be amended by the State of New Jersey, the Centers for Disease Control and Prevention, and other local health authorities. As such, Shepard may update the policy.

CONDITIONS FOR IN-PERSON LEARNING:

- School hours are 8:15-2:20
- Shepard Schools have maintained heating and ventilation systems, have open windows whenever possible, and maintain filters for A/C units according to manufacturer recommendations.
- Visits to the building from non-Shepard students and staff are limited.
- Students may bring their own water bottles to limit use of hallway water fountains.
- Each student has his or her own technology device (Ipad and Laptop).
- Signs informing of students of proper hand-washing remain installed throughout the school building.
- School lunch is served to all eligible students here at Shepard. Meals are provided by the Morristown School District. Shepard does not have a breakfast program.

During any closures or when learning virtually due to illness, students can pick up school lunches from their sending school district.

*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 installed in all classrooms, at entrances and exits of buildings, and near bathrooms.
- Classrooms are sanitized each day following student dismissal.
- Cleaning/Sanitizing checklists are completed daily and submitted to administration.
- Custodians use electrostatic and fogging disinfectant machines.
- Wherever possible, hands-free plumbing fixtures have been installed.

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 with local health departments, and others in municipal and county government to implement the plans based on current Covid-19 conditions.

Exclusion Criteria

Re-admittance policies are consistent with guidance issued by the CDC, New Jersey Department of Health, the Department of Education and local health authorities. As such, Shepard may update the policy.

COVID-19 Positive with symptoms (vaccinated or unvaccinated): Stay home for at least 5 full days after the onset of symptoms or if asymptomatic after the positive test (day of symptoms is day 0; is asymptomatic, day the test was performed is day 0). If they have no symptoms or symptoms are resolving after 5 days and are fever-free (without the use of fever-reducing medication) for 24 hours, they can return to school and wear a mask for an additional 5 days.

Close contact (vaccinated/unvaccinated): Individuals who were exposed to COVID-19 and are unvaccinated may continue school attendance. They must wear a well-fitting mask for 10 days after exposure. They are to be tested 5 full days after exposure, on day 6 (date of exposure is considered day 0).

Close contact and had COVID in past 90 days: Exposed close contacts who had confirmed COVID-19 within the past 90 days (tested positive using a viral test) do not need to quarantine and should not be tested for COVID-19 but should still monitor for symptoms for 10 days after exposure.

Contract Tracing: Shepard Schools' school nurses will collaborate with the local health department and nurses and will follow contact tracing policies and procedures. School nurses will also educate the broader school community on the importance of contact tracing.

Reasonable Accommodations: Shepard Schools 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.

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

CONTINUITY OF LEARNING: VIRTUAL INSTRUCTION

Some students may not be able to attend classes in person due to illness or quarantine. Instruction continues to focus on meeting the educational and social-emotional goals and objectives as outlined in each 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 in-person or virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities. Shepard staff members participate in all in-person and virtual IEP meetings held by the sending district to which they are invited.

In the event of a school-wide closure, students will have instruction and scheduled assignments provided utilizing Microsoft Teams for instruction, communication, and assignment submission. All related services and independent activities will be made up upon the student's return (unless New Jersey guidelines allow for virtual delivery of related services). Students will have all course subjects and assignments commensurate with an in-person school day. Assignments and instruction will meet/exceed the four-hour requirement. Grading and monitoring of student progress will remain aligned with Shepard grading procedures.

Shepard teachers call each student's parent/guardian weekly with academic and behavioral updates. This will continue during remote instruction. Excessive absences or difficulty with virtual learning and what is being addressed to remediate any challenges would be discussed.

Technology surveys are sent to all families. Shepard utilizes Microsoft Teams for virtual instruction. Students and/or staff without access to a laptop are 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 live support. For families without internet access, paper copies for all subjects will be mailed directly to the child's home.

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.

* 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 in the event of a district-wide closure.