



HUNTERDON
Preparatory School
Education "Outside the Box"

Dear Parents/ Guardians,

Thank you all for your patience, inquiries, and feedback as we prepare to welcome our young people back to school. Hunterdon Preparatory School (HPS) is proceeding with both care and caution in developing a plan that underscores safety and instructional consistency for the students and adults of our school community.

Our first goal, as always, is to maintain the health and safety of our students and staff members while they are at school. At this time, the primary tools for addressing health and safety include social distancing, reducing the amount of time that we are in physical contact with each other, masking and sanitizing. Our second goal is to provide our students with the best possible, least disruptive school experience that we can safely provide, despite the extraordinary logistical challenges presented by COVID-19.

We have reached a point in the school reopening planning process whereby additional details can now be shared with members of the school community. We know everyone can appreciate the complexities of this monumental task and we thank you once again for your patience as we strive to address countless details.

Return to school – Hybrid Option

Daily Schedule

- School student capacity will be limited to allow for greater social distancing by the use of a rotating schedule determined by a student's homeroom assignment.

For example, the Troupe and the Cave homerooms may be in on Mondays and Thursdays while the Nest and the Hive homerooms may be in on Tuesdays and Fridays. Students in the 12+ Program will also follow an alternating schedule for in-person instruction.

- Instruction will be virtual and synchronous for students who are not physically present in the building.
- The School will operate on a full-day schedule (8:50 a.m.- 2:30 p.m.) with one extended elective period on Mondays, Tuesdays, Thursdays, and Fridays.
- On Wednesdays, the school will be on a half-day schedule (8:50 a.m. - 12:30 p.m.) with no elective periods to allow for instructor and counselor office hours and additional academic and counseling support. Instruction will be virtual and non-synchronous for all staff and students with no one present in the building for the purpose of deep cleaning and sterilization. Students who have Communications Lab class (Group Counseling) scheduled for Wednesdays will participate virtually and synchronously.
- Homeroom assignments and individual student schedules will be released shortly.

Full-Time Remote Learning Option

Following Governor Murphy's announcement regarding a Full-time Remote Learning Option for Families, school districts have been charged with the task of securing a formal parental request for this Full-Time Remote Learning Option. Parents can select the option of 100% virtual instruction for their student (any student can choose this option). If students are at home 100% of the time, they will be able to access their streamed lessons 100% of the time. Students on 100% virtual instruction will follow the same class schedule and times as dictated by their individual schedule.

Families who are choosing a full-time remote learning option will need to submit a formal request to Hunterdon Preparatory School by Thursday, August 6th. Click on the following link **ONLY** if you are choosing a full-time virtual option for your child.

Full-Time Remote Learning Option Form

Your response by Thursday, August 6th is critical for planning purposes.

Changing an Instructional Schedule

If a parent decides to switch from 100% virtual instruction to the hybrid instruction schedule, they must submit this request in writing to both the sending district and HPS. HPS will be prepared to receive a student two days from the receipt of a written request. If district transportation is needed, parents are responsible for securing transportation from their child's sending district.

If a parent chooses to have their child change from a hybrid to a virtual schedule, parents must notify HPS before the change can be accommodated. Once HPS is in receipt of the request, the change can be made immediately. Parents should also notify district transportation personnel of their decision to keep their child home.

Parents must e-mail Principal Schumann at cschumann@hunterdonprep.org to notify him of any requested change.

Counseling Support

Our counseling program provides support to our students in many ways. Each student has a Communications Lab class (group counseling) three times per week. Students will receive group counseling both in person and virtually throughout their week. If a parent has chosen for a student to be 100% virtual, the student will join the in-person class via a communications platform (i.e. Zoom or Google Meets/Hangouts) synchronously with a link provided that will be posted on Google Classroom. Likewise, anytime a student is virtual, the link to the synchronous class will be posted on Google Classroom.

Additionally, students are able to request individual check-ins with counselors throughout the day. When a student is in the school building, they can request the check-in by signing their name on the counseling log (a.k.a. bench) outside of the counseling offices. The counselors will then find an appropriate time to meet with the student.

If a student is virtual for the day, they can request an individual check-in by typing their name on the virtual counseling log (a.k.a. virtual bench). The virtual bench is a Google sheet document that is electronically shared with and can be accessed by all students. Once a student signs onto the virtual bench, an electronic notification is sent to the counselor alerting the need for an individual check-in. Counselors will reach out to students (via email, google hangouts, etc.) to find an agreed upon time for the check-in.

Counselors may provide phone and email check-ins with students and parents and, with parent permission, can connect with outside treatment providers if necessary (therapists, psychiatrists, CMO workers, other mental health/related professionals, etc.).

Health and Safety Guidelines

In order to best support the health and wellness of students and their families, and the staff and faculty, the Hunterdon Preparatory School has set the following operational standards as schools reopen amid the current pandemic:

Health Guidelines

Students:

- Daily student wellness and temperature checks -
 - **Check #1:** Parents must conduct a wellness and temperature check prior to sending their child to school each day. **All students must remain at home if they are not feeling well or have a fever of 100.4 or higher.**
 - **Check # 2:** Temperature and visual wellness checks will take place when students arrive at school each day. Checks will be conducted safely and respectfully by HPS staff. Students who have a temperature or show symptoms of illness will be further screened by the school nurse and may be sent home on their bus.
 - Students who experience illness while at school will be safely monitored by HPS' school nurse. If notified, parents will be required to transport their child home to rest, recover, and be referred to their primary care physician.
 - An isolation room will be utilized in the event a student requires isolation as a result of illness.

Staff:

- Daily staff wellness and temperature checks
 - **Check# 1:** Screening of staff will be self-conducted. Staff members shall conduct personal wellness checks prior to coming to school each day.
 - **Check # 2:** A temperature check will be self-conducted by staff upon their arrival to school each day.
 - Staff who experience illness while at school will be sent home immediately.

Safety Guidelines

- Social distancing (6 feet) within the school setting will be realized to the maximum extent possible as a means of mitigating the potential spread of COVID-19.
- School community size will be reduced by adopting a Rotating Schedule Model based on student homeroom assignments.
- Face coverings:
 - **Staff:** face coverings will be required to be worn by all staff members at all times (unless doing so would inhibit the individual's health). Staff members must provide their own masks.
 - **Students:** students will be required to wear face coverings at all times except when eating or drinking (unless doing so would inhibit the individual's health). When students are outdoors and can effectively practice social distancing, they may remove their masks at the discretion of the supervising staff member. Students must provide their own masks.
- Handwashing and sanitizing will take place throughout the school day. Hand sanitizing stations are placed at the entrance to each classroom. Students will be expected to follow the school's hand-sanitizing protocols.
- Outdoor spaces will be made available for instruction, counseling and lunch periods.
- Student travel will be limited during the school day to other parts/rooms of the school to reduce the spread of illness.
- Water fountains will be used for water bottle refills only.
- Classroom layouts have been reconfigured with a combination of individual desks, and round tables with Plexiglas partitions to achieve social distancing.
- School visitation will be strictly limited. Approved visitors must wear a face mask and have a health and wellness check before entering the building.

Lunch/Snacks

- While weather permits, students will eat lunch outdoors.
- Students will be required to wear their masks to the designated lunch area and only remove it while eating/drinking.
- Students will be seated 6 feet apart and face in the same direction.
- Students may only bring bagged lunch/snacks to school. Microwave ovens will not be available for use. Students may select to utilize their homeroom refrigerator to store their bagged lunch/snacks.

Facilities and Cleaning Practices

The school has enhanced its existing cleaning protocols to reflect the most current Centers for Disease Control and Prevention guidelines.

- Cleaning and disinfecting of the school building will be continual throughout the day. The use of electrostatic sprayers will help maintain a sanitized school environment.

- The school will increase the frequency of cleaning and disinfecting of all high touch point areas. These areas include: Classroom desks and chairs, door handles and push plates, bathrooms, light switches, handles on equipment, desktops and tables.
- Visual markers and signage will be displayed throughout the building. Signage and markers will provide information about traffic patterns, social distancing, and handwashing.
- HPS is currently developing COVID-19 response protocols in cooperation with the local Board of Health. HPS staff has been trained in contact tracing as required by the NJ Department of Education.

IEP's

IEP Implementation: Our school psychologist, case manager and education director will communicate with the student and with the student's sending district case manager, teachers, related services providers, and parents to ensure appropriate IEP implementation and provision of special education services. Our school psychologist, case manager, and education director will regularly reach out and contact teachers, counselors, and parents, in-person, or via phone, e-mail, and Zoom meetings to oversee IEP implementation and answer questions and concerns. In addition, regularly scheduled IEP meetings will be held in collaboration with the student's sending district case manager and the student's families to assess progress, review and develop IEPs, and address questions and concerns.

IEP Meetings: IEP meetings are arranged by the student's sending district. In order to adhere to social distancing guidelines, IEP meetings will be scheduled and conducted virtually via Zoom or telephone conference in accordance with IDEA guidelines.

Related Services: Related service providers will develop a schedule for in-person and virtual instructional weeks to implement IEP driven services to the greatest extent possible. Related Services will be provided in-person and/or through telepractice, as required by the student's IEP.

Progress Monitoring: IEP services and student progress will be tracked through formative and summative assessments, review and analysis of work samples, clinical notes, as well as physical or virtual participation during lessons, conferencing, and/or counseling sessions. Progress towards IEP goals and objectives is measured and evaluated through instructional activities and assessments and documented in progress reports, report cards and at annual IEP review meetings. Teachers, counselors, our school psychologist, case manager, education director and related service providers will be responsible for monitoring the students' progress towards IEP goals and objectives.

Evaluations: IEP related assessments will be arranged and administered by the student's sending district.

Technology and Connectivity

- Students will be assigned a computer for their exclusive on-site school use. Students will receive their school-issued computer when school starts. On virtual instruction days, students will utilize their personal devices that they have available in their homes. If technology is unavailable at home, please contact Principal Chris Schumann at

cschumann@hunterdonprep.org. Students who do not have a personal device will be issued one through our technology department.

- Teachers will utilize Zoom, Google Hangouts or Google Meet to stream their classes live to students attending school virtually. Teachers will distribute the join links/codes to their Zooms/Hangouts/Meets either via Google Classroom, Email and/or Calendar invite.
- Teachers and counselors will use Zoom, Google Hangouts or Google Meets to provide office hours and extra support. Teachers and counselors may require Google calendar appointments for the scheduling of a meeting.

If you have an issue with limited or no Wi-Fi access, please notify Principal Schumann at cschumann@hunterdonprep.org. Technical support for computers will be provided via email for students attending school remotely at mmcnamara@hunterdonprep.org.

Transportation

- Transportation will be arranged and provided by a student's sending district. Students must follow their sending district's transportation safety protocols.
- Off-campus activities will be limited during the school day. However, if a student is needed to be transported by HPS staff, safety protocols will be enforced.
 - Students will be required to wear a face covering for the duration of the trip and sanitize their hands prior to boarding the school vehicle.
 - Vehicles will be disinfected after each use. They will also be equipped with extra masks, hand sanitizers, gloves and First Aid Kits.

Physical Education

Per the guidance from the NJ Department of Education, Physical Education classes can take place; however, no physical contact can be made and students must socially distance. We will adhere to these guidelines. We will utilize cones, flags, tape, or other signs to maintain six feet of space between groups participating in physical education activities. We will minimize the sharing of any equipment and we will clean and disinfect the equipment between each use. Locker rooms will be closed.

Use of Facilities by Outside Groups

Our school is not open for use by outside groups.

Virtual Instruction Schedule (if schools are closed for all in-person instruction)

In the event the Governor closes schools again for in-person instruction, Hunterdon Preparatory School will move to 100% virtual instruction for all students. For virtual instruction, we will follow our regular day schedule (this will be posted on our website). We will follow synchronous learning, which means students will need to log into their classes each period per the schedule. Attendance will be taken for each class. Teachers will be able to come into the building to live stream from their classroom if they wish, or they can live stream from home. During a 100% virtual schedule, all staff will be working and can be reached by email.

Hunterdon Preparatory School's Pandemic Response Team created this Reopening Plan. Executive Director Toby Ray Loyd is responsible for the leadership, planning and policies contained in this document. Please address any questions concerning the school's Reopening Plan to him at trloyd@hunterdonprep.org.