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Dear Parents and Shepherd Community Members,

March 14, 2020

As most of you are aware, COVID-19 is at the center stage of most conversations. As a nation we are seeing unprecedented actions and reactions occurring around our country. I feel I need to give you all an update on the events happening at Shepherd Schools in response to COVID-19. Superintendents met with OPI yesterday and received information on what plans need to be made for future events that may affect our schools. The Office of Public Instruction gave strong recommendations to schools to prepare and make plans to continue to educate students during this time of changing conditions. These measures are meant to be proactive and help prevent the spread and to have a plan in place to ensure the education of each and every student. Our administration team will be meeting first thing on Monday to develop a plan that will move us in the direction to keep everyone safe, and still educate our students.

We will be developing contingency plans to educate our students in the event that schools within our county or state are closed for a period of time in the future. Shepherd School District will continue to assess the information each day in order to keep parents and community members informed as events unfold. In the event that our schools are closed, we would like families to start thinking about what that would look like for them in terms of childcare if the school were closed for a period of time.

At this time, Shepherd School District will take the following plan of action. Our team will meet daily and we will continue to assess and update you as we get more information.

- ✓ All schools will remain open and programs, including transportation, will be operating as usual.
- ✓ All outdoor activities such as track, softball and golf will still take place.
- ✓ There is a board meeting scheduled on Wednesday, March 18th at 6:30 PM.

- All extra indoor activities not related to school through the use of building requests (AAU activities, open gyms, travel ball, etc.) will be suspended.
- All volunteers for classrooms during the school day will be suspended.
- IEPs will take place over the phone and parents will be contacted by our Special Education teachers.
- Prom will be postponed at this time and we will meet to try and find another date in the future when we may be able to hold it.

We plan on conducting thorough cleanings of each of the buildings on a daily basis. Limiting building use requests will allow our custodial staff to systematically clean areas, which is of utmost importance. If you have any questions or concerns please feel free to contact us.

We continue to follow local health department and CDC recommendations of staying home when you are sick, avoid contact with sick people, cover your coughs and sneezes, avoid touching your eyes, nose and mouth, wash your hands frequently as well as clean and disinfect frequently touched objects and surfaces. If your child is sick, we ask that you keep them home. For more information on this quickly evolving issue, please check our website or Facebook page for more up to date information. For more information you can visit the Department Of Public Health and Human Services (DPHHS) website at <https://dphhs.mt.gov/publichealth/cdepi/diseases/coronavirusmt>

Sincerely,

Drea O'Donnell
Superintendent

