

Moonachie School District



Restart and Recovery Plan 2020-2021

NOTE: The district Reopening Plan is an ongoing process and subject to change as directed by the New Jersey Department of Education or as dictated by changing circumstances of the COVID-19 pandemic.

Pending NJDOE Approval - Born On & Submitted July 30, 2020, Updated & Resubmitted - August 4, 2020

Pending Moonachie Board of Education Approval - August 25, 2020

Leadership Team Members:

Mr. James Knipper, Acting Superintendent/Principal
Director of Curriculum & Instruction

Ms. Silvia Raguseo, Director of Special Services

Ms. Laurel Spadavecchia, Business Administrator

Ms. Donna Gallo, NJ Certified School Nurse

Mr. Jason Diaz, District Technology Coordinator

Mr. Phil Facendola, Director of 21st Century Afterschool Programming

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Moonachie School District - Restart and Recovery Plan, 2020-2021

Mission

To create a restart plan that promotes the health and safety of our students/staff when reopening the school, while maintaining the most equitable & high-quality continuity of instruction & learning possible, that exceeds the guidelines set forth by the “The Road Back: Restart and Recovery for Education” guidelines.

District Schools

Robert L. Craig School, 20 West Park St, Moonachie NJ 07074

Reopening Model for September 2020

The Robert L. Craig School, within the Moonachie School District (MSD), is fortunate to have small class sizes and large classrooms. The leadership team has measured usable space in each room and cross-referenced with projected enrollments. We have determined that we have the capability to provide in-person (live) instruction, practicing social distancing (6-feet apart) for each student, 5-days a week. As a result, the Moonachie School District is planning for a full in-person instructional model, with a full-Remote Learning option for families to choose..

Projected Enrollment for 2020-2021

PREK -3:	15
PREK - 4:	30
Kindergarten	32
1st Grade:	40
2nd Grade:	31
3rd Grade:	39
4th Grade:	35
5th Grade:	28
6th Grade:	31
7th Grade:	31
8th Grade:	38
Total:	350

District Demographics

Total Special Education: 41
Total English Language Learners (ELLs): 11
Total Homeless: 0
Total Economically Disadvantaged: 179
Total Eligible for Free Meals: 145
Total Eligible for Reduced Meals: 34

Additional District Programming

21st Century After School Program

Employees & Contracted Service Providers

Total Number of Individuals Engaged in The District on a Daily Basis

Administration:	4
Teachers:	35
Nurse:	1
Custodial:	3
Secretarial:	5
Support Staff:	18
Related Services:	6
CST Members:	3

The Moonachie School District has put forth this response and restart plan, based on the Critical Areas of Operation presented in the “The Road Back: Restart and Recovery Plan for Education” document. Some components overlap and will be referenced throughout this document if the recommendation is already addressed.

1. Health and Safety: Standards for Establishing Safe and Healthy Conditions for Learning

APPENDIX A

Critical Area of Operation #1 - General Health and Safety Guidelines:

<p>DOE Minimum Standard:</p> <ul style="list-style-type: none"> - Establish and maintain communication with local and state authorities to determine current mitigation levels in community - Protecting and Supporting Staff/Students who are at higher risk for severe illness - Following CDC's Guidance for Schools and Childcare Programs - Promoting behaviors that reduce spread (stay home when appropriate, hand hygiene and respiratory etiquette, face coverings, signs and messages) - Reasonable accommodations should be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19 <p>Additional Considerations:</p> <ul style="list-style-type: none"> - Districts must plan reopening in accordance with local conditions and resources - Consider how other countries have handled school reopening 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	What if a student or staff member registers a fever?	A fever is determined by a measured temperature of 100.4 degrees Fahrenheit or greater. MSD will enforce that all students and staff stay home if they register a fever. If a student or a staff member become feverish during the course of the school day, they will be isolated in the established isolation room and arrangements for parent pick up will be made for immediate pick up. Staff will need to go home immediately.	Mr. Knipper Nurse Gallo
2	Protocol for Symptomatic Staff and Students	The MSD will enforce that all students and staff stay home if they: 1) They have tested positive for COVID-19 or are showing COVID	Mr. Knipper Nurse Gallo

		<p>symptoms until they meet criteria for return</p> <p>2) They have had close contact with a person with COVID-19 until they meet criteria for return</p> <p>3) If a student or a staff member develops COVID-19 symptoms during the course of the school day, they will be isolated in the established isolation room and arrangements for immediate parent pick up will be made. Staff will need to go home immediately.</p>	Ms. Spadavecchia
3	Handling Suspected, Presumptive, or Confirmed Cases of COVID-19	<p>1) Immediately isolate symptomatic individuals to the designated isolation area at the school and send them home to isolate</p> <p>2) Ensure the symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear a gown, gloves, N95 face covering or a surgical mask with a face shield.</p> <p>3) Require any symptomatic person wear a cloth face covering or surgical mask while waiting to leave the facility</p> <p>4) Upon leaving the facility, implement cleaning and disinfecting procedure following CDC guidelines using EPA approved disinfectants. If possible, room will remain vacant for 24 hours before cleaning.</p>	Mr. Knipper Nurse Gallo
4	Protocol for Allowing a Student or Staff Member to Return To School	<p>1) If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours</p> <p>2) If a person is diagnosed with COVID-19 by a medical professional, they should not be at school or should stay home until they can meet the following criteria:</p> <p style="padding-left: 40px;">A - At least 10 days since first symptoms AND</p> <p style="padding-left: 40px;">B - At least 24 hours since fever (without fever reducing medicine) AND</p> <p style="padding-left: 40px;">C- Symptoms have improved including cough and shortness of breath</p>	Mr. Knipper Nurse Gallo

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5	What if a Student/Staff was in close contact with someone diagnosed with COVID-19?	If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14-days since the last known contact. At which point the student would engage in the Remote Learning Plan shared within this document.	Mr. Knipper Nurse Gallo
6	Communication with Local and State Authorities to Determine Current Mitigation Levels	Immediate phone contact with Amy Monaco, Communicable Disease Program Lead, Bergen County Department of Health Services (201) 634-2600 to report a COVID-19 positive case of student, staff or family member.	Nurse Gallo
7	Protecting and Supporting Staff/Students who are at higher risk for severe illness	Identify staff (self-reporting) and students at higher risk Request medical management plan from PCP regarding needed accommodations Plan accommodations (IEP, 504, or IHP) for either virtual studies/teaching or plans to decrease exposure in the classroom setting.	Nurse Gallo
8	Following CDC Guidance for Schools	The MSD will adhere to all CDC guidelines for schools	Leadership Team
9	Promote Behaviors that Reduce Spread	<p>The MSD will have many parent education and town hall informative meetings in August, with translation, to promote students staying home when sick, wearing face coverings, social distancing and hand hygiene practices.</p> <p>The MSD will also provide pamphlets, flyers, and instructional videos to help parents understand the requirements and teach their students before school begins.</p> <p>The MSD will post signs throughout the building that inform social distancing, hand washing instructions, and other behaviors that reduce the spread</p>	Leadership Team

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10	Providing Reasonable Accommodations High Risk Individuals	Based on the provided medical documentation by the family or staff member, appropriate accommodations will be decided upon on a case-by-case basis.	Mr. Knipper Nurse Gallo Ms. Spadavecchia
11	Plan Reopening in Accordance with Local Conditions	Nurse Gallo is in constant contact with the local health department, receiving updated guidelines, data, and best practices. We will continue to be active in obtaining the most up-to-date information available from both our Municipality and the Bergen County Health Department.	Nurse Gallo

APPENDIX B**Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms****DOE Minimum Standard:**

- Schools must allow for social distancing within classrooms to the maximum extent practical
- Students must be seated at least 6-feet apart
- Face coverings are required for students & staff, at all times
- Face coverings are always required for visitors and staff, unless it will inhibit the individual's health
- All instructional and non-instructional rooms must comply with social distancing standards
- Use of shared objects should be limited when possible or cleaned between use
- Schools must ensure indoor facilities have adequate ventilation (recirculating air must have a fresh component, open windows if A/C is not provided, filter changes by manufacturer recommendations)
- Maintain hand sanitizing stations with alcohol-based hand sanitizers
 - In each room, at each entrance/exit, Near Lunchrooms and toilets
 - Supervise children under the age of 5 when using hand sanitizer
 - Classrooms with sinks - prepare stations with soap, water, and alcohol-based hand sanitizer
- Students should wash hands for at least 20-seconds at regular intervals, including before eating, after using the restroom, after outside play and after blowing nose/coughing/sneezing.
 - Use alcohol-based hand sanitizer if washing with soap and water is not possible

Additional Considerations:

- Net Square Footage (NSF) per occupant based on a six foot radius of space around occupants
- 6-feet apart during nap time
- Avoid close group learning, like reading circles
- Scheduled times for students to wash hands
- Providing Services to medically fragile students and students with complex disabilities
 - Secure PPE prior to opening and maintain ongoing supplies
 - Consider need for additional cleaning staff
 - Consider need for heightened monitoring and frequent handwashing
- Limit use of Supplies and equipment to one group of children at a time and disinfect between use
- Keep each child's belongings separated from others'
- Increase circulation of air
- Consider keeping classes together to include the same group of children each day

- Minimal mixing between groups
- Allow Outdoor classrooms where possible and seasonally appropriate
- Add time to lunch and recess to ensure time to appropriately hand wash

Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Social Distancing In Classrooms, Common Areas, & Non-Instructional Rooms	<p>Based on measuring usable classroom space and projected enrollments, our students will remain 6-feet apart at all times.</p> <p>Students and staff will all be required to wear a face covering at all times, unless prohibits someone's health.</p> <p>Students will remain in their classroom for all instructional classes, specialist classes, and lunch.</p> <p>Students will remain with their same cohort of students at all times.</p> <p>Lockers will not be utilized.</p> <p>Removing furniture that promotes small group learning</p> <p>All desks will face the same direction and aligned in columns/rows, 6-feet apart from each other.</p> <p>Common Areas will be avoided. If impossible, social distancing will be required and marked off with floor markings.</p> <p>Non-instructional classrooms and related services will also practice social distancing at all times. We will utilize barriers for individuals/small groups receiving related services.</p>	Leadership Team
2	When Social	When social distancing is not possible (during entrance, dismissal,	Leadership Team

	Distancing is Not Possible	using the restroom, or moving throughout the classroom) students will be required to wear a face-covering. The MSD may not be able to guarantee that physical distancing can be met in all school settings throughout the entire school day, during school activities, or with transportation. If it is determined that physical distancing cannot be assured, the students will need to wear face coverings.	
3	Who Provides the Face Covering	MSD is purchasing cloth-based washable face coverings, with the MSD logo, for each student and family. Families can choose to send their child to school in any face-covering they choose. Additionally, the MSD will have ample disposable face-coverings available on a case-by-case basis.	Leadership Team
4	Use of Shared Items	When in class, items will not be shared. Students will provide their own crayons, utensils, etc... When it is unavoidable, staff will have alcohol-based sanitation wipes to sanitize any shared item between uses. Students will keep all belongings and items within their own personal space at all times. Teachers will be encouraged to utilize separate student boxes, zip-lock bags, pencil cases, etc.. to ensure separation and not sharing of items.	Leadership Team Teachers
5	Adequate Ventilation and Air Flow	The MSD will follow all CDC guidelines as it relates to appropriate air flow and adequate ventilation. Teachers will be provided a schedule for opening windows and teaching outside, when weather permits.	Mr. Knipper Nurse Gallo
6	Maintain Hand Sanitation Stations	Each classroom will have hand sanitizer available at all times. Custodial staff will ensure dispensers are sanitized and filled each evening. Classrooms with sink stations will be fully stocked with water, soap, and disposal towels.	Ms. Spadavecchia Mr. Knipper Nurse Gallo

		<p>Time will be intentionally built into the school day for students and staff to engage in frequent hand washing/sanitizing activities.</p> <p>There will be hand sanitation stations at each entry and exit point. We will have informative signage at each location to ensure usage upon entering and exiting the building.</p> <p>Students will use hand-sanitizer following sneezing, coughing, or blowing their nose.</p> <p>Classes will have scheduled times at the restroom, strictly for hand-washing. This will also be before eating.</p> <p>Instruction in proper hand washing practices will be intentionally planned and delivered to all students, on an age appropriate level, throughout the school year in the health education class, as well as during August instructional videos sent to families.</p>	
7	Secure PPE	The MSD has entered a partnership with the South Bergen Jointure Commission for the ordering of PPE, both for opening and for re-stocking throughout the year	Ms. Spadavecchia
8	Therapy Programming	All contracted therapists will adhere to all guidelines set forth by their hiring agent and guidance, as it relates to social distancing, pull-out sessions, and/or Physical Therapy scenarios. Barriers may be used to separate small groups or individuals receiving related services.	Ms. Raguseo

APPENDIX C**Critical Area of Operation #3 - Transportation****DOE Minimum Standard:**

- Maintain social distancing on buses (at least 6-feet apart between riders) to the maximum extent practical
 - Districts may consider one student per row
 - Seating members of the same family together
- Face Coverings must be worn by all students, at all times, when entering and riding the bus
- Adopt best practices for cleaning and disinfecting school buses and other transport vehicles

Additional Considerations:

- Fill back rows first and work up to avoid increased physical interactions
- Stagger transportation times
- Open Windows
- Clean and disinfect buses daily, preferably between routes
- Stagger Arrival and drop-off times
- Signage to reinforce social distancing
- When possible, a staff person should accompany the driver
- Consider courtesy busing

Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Maintain Social Distancing on Bus	The Business Administrator will review procedures adopted by contracted bus companies to ensure they are following CDC guidelines in regards to social distancing.	Ms. Spadavecchia
2	Face Coverings must be worn by all students on the bus	The Business Administrator will review procedures adopted by contracted bus companies to ensure they are following CDC guidelines in regards to face coverings.	Ms. Spadavecchia

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3	Cleaning and Disinfecting school bus	The Business Administrator will review procedures adopted by contracted bus companies to ensure they are following CDC guidelines in regards to disinfecting buses.	Ms. Spadavecchia
4	Other practices to reduce the spread of COVID-19 on the bus	The Business Administrator will review procedures adopted by contracted bus companies to ensure they are following CDC guidelines in regards to other practices in place to reduce the spread of COVID-19 on the bus.	Ms. Spadavecchia
5	Seating	<ul style="list-style-type: none"> 1) Students must wear masks, one student per seat. 2) Siblings may sit together 3) Assigned seating sent to families during the summer months 4) Seating logs to help enable contact tracing if someone tests positive for COVID-19 	Ms. Spadavecchia
6	Surveying Families	A survey will be utilized in August for Bus Families to determine service capacity needs.	Ms. Spadavecchia

APPENDIX D**Critical Area of Operation #4 - Student Flow, Entry, Exit, & Common Areas****DOE Minimum Standard:**

- Establish the process and location for students and staff health screenings
- Provide physical guides when individuals are waiting in line (tape on floor and signage to ensure 6-feet of separation)

Additional Considerations:

- Minimize interaction of students between drop-off and entrance to school facilities
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents
- Establish separate entrances and exits to the school facility when possible
- Require visitors to use their own pen
- One-way routes in hallways
- Maintain social distancing in hallways and common areas
- Minimize the number of non-essential interactions
- Create student cohorts as an effective strategy to limit exposure
- Minimize large gatherings
- Create a system that allows for physical distancing
- Provide hand sanitizer at school entrances
- Put signage around school building to provide hygiene advice and reminders
- Increase frequency of cleaning all surfaces
- Limit the number of students in the hallway at the same time
- Limit locker usage
- Limit entry/exit points for security purposes, but additional entry/exit points may need to be established to ensure a balance of social distancing and security protocols

Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Establish the process and	All staff and parents will utilize a health/symptom	Nurse Gallo

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	location for health screenings of staff and students.	<p>tracker questionnaire/survey to check their child into school each morning. The application requires the submission in assessing their recent health history and current condition. Additionally, they must check off that they do not currently exhibit each of the symptoms related to COVID-19.</p> <p>All Staff and students will also receive a contactless temperature screen to be admitted to the building.</p> <p>Both the Symptom Assessment and Temperature Screen are required to gain admittance into school</p>	Mr. Knipper
2	Staff Member Entrance & Screening	Staff member screening will be conducted at the Main Entrance of the school building between 7:30am-8:10am.	Nurse Gallo Mr. Knipper Screening Team
3	Bus Student Entrance & Screening	<p>Bus students will enter through the gymnasium and sit at pre-marked areas 6-feet apart. Each class will receive their temperature screen and confirm completion of the symptom questionnaire and proceed to their assigned classroom. This will occur between 8:10-8:30am</p> <p>Students will remain with their face coverings on.</p>	Nurse Gallo Mr. Knipper Screening Team
4	Car and Walker Student Entrance & Screening	<p>Car Drop-Off and Walker entrance will occur at the main office. One vehicle will drop off at a time. Each student will receive their temperature screen and confirm completion of the symptom questionnaire before proceeding to their assigned classroom. This will occur between 8:35-9:00am</p> <p>Students must remain with their face coverings on.</p>	Nurse Gallo Mr. Knipper Screening Team

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5	What happens when the student arrives in class.	When the student arrives in class, between 8:10-8:50, they will sanitize their hands, place their belongings on the back of the chair. If they order breakfast, they will receive their breakfast and consume it at their desk. Upon completion of breakfast, they will sanitize their hands and their desk. Students will then complete missing work, finish their homework, receive individualized practice worksheets, or read silently.	Teachers Ms. Maurin
6	Physical Guides	Physical guides, such as tape, will be used on floors and sidewalks and signs on walls to help ensure students remain at least 6-feet apart in lines and at other times.	Nurse Gallo Mr. Knipper Ms. Spadavecchia
7	Establish visitor norms and procedures	Visitors will be discouraged. All visitors must wear masks and use hand sanitizer prior to entering school.	Mr. Knipper Nurse Gallo
8	Signage for increased hygiene practices	CDC Signage will be printed, laminated and posted at entry/exit points, bathrooms, classrooms, main lobby, receptionist desk, nurse's office, cafeteria, gym, hallways, water fountains, sinks and office space encouraging best hygiene practices to reduce the spread of COVID-19.	Ms. Spadavecchia Nurse Gallo Mr. Knipper
9	Increase frequency of cleaning all surfaces	Custodial Staff, Teachers and Aides will participate in raining on properly cleaning and disinfecting the school based on guidelines provided by the CDC, Healthy Schools Campaign, American Federation of Teachers, and the Environmental Protection Agency guidelines as well as new resources as they become available. Supplies will be purchased to support healthy hygiene behavior such as hand sanitizer, soap, paper towels, tissues, disinfectant wipes, no-touch/foot pedal trash cans, no-touch thermoscans for all staff and student	Ms. Spadavecchia

		body's daily temperature screenings and face masks for anyone in need.	
10	Limit number of students in the hallway at any one time (scheduling)	<p>Students will only leave their classrooms when going outside for instruction or recess. Face coverings will be worn.</p> <p>Students using the restrooms must wear face coverings. One student at a time, with a maximum of 3 students in a bathroom at a time.</p>	Mr. Knipper
11	Dismissal	<p>The MSD will implement a staggered dismissal process, assigning different grade levels different times and exit locations. Signage and markers will be placed on the floor and concrete to ensure 6-feet apart.</p> <p>The local police department will support traffic flow.</p> <p>Bus students will report to the gymnasium, to their assigned pre-marked location. They will wear their face covering before loading to their assigned seats.</p>	Leadership Team
12	Analyze Entry/Exit points for security protocols	<p>The MSD will continue to be extremely vigilant as it relates to School Security. We will continue to practice 1-door policy from the hours of 9am-2:30pm. Additionally entry and dismissal points will be carefully selected. The MSD will work with our local law enforcement and School Resource Officer to agree upon dismissal locations.</p>	Leadership Team

APPENDIX E**Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms****DOE Minimum Standard:**

- Policy for screening students and employees upon arrival for symptoms and history of exposure
 - Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms
 - Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws
 - Results must be documented when signs/symptoms of COVID-19 are observed
 - Screen policy must take into account students with disabilities and accommodations that may be needed
- Procedures for symptomatic Staff and Students
 - Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others
 - If someone who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of confirmed case while maintaining confidentiality
 - Policy to prepare for when someone tests positive for COVID-19
 - Establishment of an isolation space
 - Follow Current CDC guidance for illness reporting
 - Adequate amount of PPE available and accessible
 - Methods to assist in contact tracing
 - Continuous monitoring of symptoms
 - Readmittance policies
 - Written protocols to address a positive case
- Encourage parents to be on the alert signs of illness in their children and to keep them home when they are sick
- School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health
- Students are to wear face covering at all times, unless doing so would inhibit the student's health
- If a visitor refuses to wear face covering for non-medical reasons, entry may be denied

Additional Considerations:

- Teach and reinforce use of face coverings among all staff (excluding health exceptions)
- Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit symptoms of COVID-19, based on the CDC guidance.
- Attempt to have the same adult drop off and pick up students
- Consider using a professional development day for staff to practice screening protocols with each other before applying to

students			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	What if a student or staff member registers a fever?	A fever is determined by a measured temperature of 100.4 degrees Fahrenheit or greater. MSD will enforce that all students and staff stay home if they register a fever.	Mr. Knipper Nurse Gallo
2	Protocol for Symptomatic Staff and Students	The MSD will enforce that all students and staff stay home if they: 1) They have tested positive for COVID-19 or are showing symptoms until they meet criteria for return 2) They have had close contact with a person with COVID-19 until they meet criteria for return	Mr. Knipper Nurse Gallo Ms. Spadavecchia
3	Handling Suspected, Presumptive, or Confirmed Cases of COVID-19	1) Immediately isolate symptomatic individuals to the designated isolation area at the school, notify parents and send them home to isolate 2) Ensure the symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear gown, gloves, N95 face covering or a surgical mask and face shield 3) Require symptomatic person to wear a cloth face covering or surgical mask while waiting to leave the facility 4) Upon leaving the facility, implement the cleaning and disinfecting procedure following CDC guidelines using EPA approved disinfectants, when possible wait 24 hours before cleaning the room.	Mr. Knipper Nurse Gallo
4	Protocol for Allowing a Student or Staff Member to Return To School	1) If a person has had a negative COVID-19 test, they can return to school once there is no fever for 24 hours without the use of fever-reducing medicines and they have felt well for 24 hours	Mr. Knipper Nurse Gallo

		<p>2) If a person is diagnosed with COVID-19 by a medical professional, they should not be at school and should stay home until they can meet the following criteria:</p> <p>A - At least 10 days since first symptoms AND</p> <p>B - At least 24 hours since fever (without fever reducing medicine) AND</p> <p>C- Symptoms have improved including cough and shortness of breath</p>	
5	What if a Student/Staff was in close contact with someone diagnosed with COVID-19?	If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14-days since the last known contact and monitor their health/symptoms. They should contact their PCP. If they develop symptoms, they should contact the School Nurse. While in home quarantine, the student would engage in the Remote Learning Plan shared within this document.	Mr. Knipper Nurse Gallo
6	Establish the process and location for health screenings of staff and students.	<p>All staff and parents will utilize a health/symptom tracker questionnaire/survey to check their child into school each morning. The application requires the submission in assessing their recent health history, current condition and any out of state travel. Additionally, they must check off that they do not currently exhibit each of the symptoms related to COVID-19 nor have they been in contact with a COVID-19 positive person.</p> <p>All Staff and students will also receive a contactless temperature screen to be admitted to the building.</p> <p>Both the Symptom Assessment and Temperature Screen are required to gain admittance into school</p>	Nurse Gallo Mr. Knipper
7	Staff Member Entrance & Screening	Staff member screening will be conducted at the Main Entrance of the school building between 7:30am-8:10am.	Nurse Gallo Mr. Knipper Screening Team

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8	Bus Student Entrance & Screening	<p>Bus students will enter through the gymnasium and sit at pre-marked areas 6-feet apart. Each class will receive their temperature screen and confirm completion of the symptom questionnaire and proceed to their assigned classroom. This will occur between 8:10-8:30am</p> <p>Students will remain with their face coverings on.</p>	Nurse Gallo Mr. Knipper Screening Team
9	Car and Walker Student Entrance & Screening	<p>Car Drop-Off and Walker entrance will occur at the main office. One vehicle will drop off at a time. Each student will receive their temperature screen and confirm completion of the symptom questionnaire before proceeding to their assigned classroom. This will occur between 8:35-9:00am</p> <p>Students must remain with their face coverings on.</p>	Nurse Gallo Mr. Knipper Screening Team
10	Face Coverings	<p>Staff and visitors will be required to wear face coverings, at all times, unless doing so will inhibit the individuals health.</p> <p>Students will be required to wear face coverings when on a bus, during entrance, dismissal, in the hallway, using the restroom, and when in their classroom.</p> <p>MSD is purchasing cloth-based washable masks, with the MSD logo, for each student and family. Families can choose to send their child to school in any face-covering they choose. Additionally, the MSD will have ample disposable face-coverings available on a case-by-case basis.</p> <p>The MSD will provide instructional videos on how to securely put on and wear your face covering. The MSD will encourage families to practice with students prior to school re-opening.</p> <p>The MSD will protect the confidentiality of students,families, and</p>	Leadership Team

		staff who may or may not wear a face covering, due to health concerns.	
11	Establish visitor norms and procedures	Visitors will be discouraged and must have an appointment. All visitors must wear masks and use hand sanitizer prior to entering school.	Mr. Knipper Nurse Gallo
12	Screening Professional Development	All staff members assigned to the screen teams will be trained by Nurse Gallo.	Nurse Gallo Mr. Knipper

APPENDIX F

Critical Area of Operation #6 - Contact Tracing

<p>DOE Minimum Standard:</p> <ul style="list-style-type: none"> - Contact Tracing Policies should include: <ul style="list-style-type: none"> - Consultation with the board’s health department and school nurse - Identify the criteria an individual must meet in order to activate the board’s contact tracing policy - Clearly describe the district’s responsibilities regarding notification of local health department & staff/families/public - Identify the district’s role in assisting its local health department conduct contact tracing activities - Ensure adequate information and training is provided to district staff as necessary - Adhere to all applicable federal and state requirements regarding privacy and educational records - Designation of a staff liaison responsible for providing notifications and carrying out other components of the board’s contact tracing policy - Open communication systems that allow staff, students, and families to self-report symptoms and/or suspected exposure <p>Additional Considerations:</p> <ul style="list-style-type: none"> - N/A 			
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Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Contact Tracing Policy	<p>Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19.</p> <p>The MSD contact tracer will be Nurse Donna Gallo and she will take the John Hopkins Contact Tracer course. Additionally, Nurse Gallo will cross-train an additional representative of the staff to serve as a contact tracer.</p>	Nurse Gallo

		Each student and staff member will be accounted for daily by school room use record keeping, records of transitions throughout the building, daily attendance, and strict use of classroom and bus seating charts.	
2	Notification of Health Department, Families, Public	Upon a positive test or presumed exposure of COVID-19, Nurse Gallo will contact the local health department, as described in Appendix A. All guidance will be followed. The MSD will not violate any student/staff protected information.	Nurse Gallo
3	Identify the district's role in assisting the local health department conduct contact tracing activities	The MSD will support all activities as requested by the local health department, so long as it does not violate student/staff protected information.	Nurse Gallo Mr. Knipper
4	Designation of Staff Liaison responsible for providing notifications and other components of the policy	Nurse Gallo will be the main point of contact with the local health department. Ms. Sue Lacey will be the district liaison for other notifications required.	Nurse Gallo Mr. Knipper
5	Self-Reporting of Symptoms and/or suspected exposure	The MSD will utilize the symptom questionnaire to ensure open communication of symptoms or suspected exposure. The MSD will educate the community and staff on self-reporting procedures, how to identify symptoms, and what to look out for.	Mr. Knipper Nurse Gallo

APPENDIX G

Critical Area of Operation #7 - Facilities Cleaning Practices

DOE Minimum Standard:

- Develop a schedule for increased, routine cleaning and disinfection included in the district's policy
- Routinely clean and disinfect surfaces and objects that are frequently touched (doorknobs, light switches, classroom sink handles, countertops, classroom desks & chairs, lunchroom tables & chairs, handrails, kitchens & bathrooms, telephones, desktops, computer keyboards & mice, drinking fountains, school bus seats & windows)
- Sanitize bathrooms daily, or between use as much as possible

Additional Considerations:

- Regarding Bathrooms - Avoid crowds in bathrooms, designate staff to enforce limited capacity, consider no-touch trash cans, prop open doors
- Drinking fountains should be cleaned and sanitized but encourage staff and students to bring their own water to minimize use and touching
- Hand sanitizer should be available when boarding the school bus
- School bus cleaning and sanitizing procedures
- Provide EPA-registered disposable wipes to teachers and staff so that commonly used surfaces can be wiped down before use
- Ensure adequate supplies
- Ensure safe and correct use and storage of cleaning and disinfection supplies
- Add physical barriers, such as plastic flexible screens, between bathroom sinks if not 6-feet apart
- Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive
 - Short-term closure procedures
 - Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect.
 - Open outside doors and windows
 - Cleaning staff should clean and disinfect all areas used by the ill person
- Provide additional training to the personnel responsible for cleaning and disinfecting school buildings.

Moonachie School District Response Plan

Focus	Issue	Solution	Person
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Area			Responsible
1	Create a procedure for increased routine cleaning	Daily and weekly procedures will be recorded in a written procedure with a checklist and Business Administrator sign off to ensure all surface areas and high-touch areas are properly cleaned and disinfected daily using school-approved cleaning and disinfectant products. Cleaning staff will wear masks and gloves and will follow directions on product labels. Rooms will be vacuumed, when needed, at night when no other people are present. Outdoor areas and playgrounds (if used) will be cleaned regularly and high-touch surfaces made of plastic or metal will be cleaned after each use. A written procedure will also be in place for the proper disinfection of an area with a reported case of COVID-19 to allow for a full 24 hours of room closure before cleaning, and 24 hours of room closure before staff and students are allowed back in the area. Windows will remain open in rooms during the cleaning and disinfecting procedures.	Ms. Spadavecchia
2	Create routine for cleaning and sanitizing of high-contact items	In addition to increased routine cleaning, staff will be directed to increase the level of cleaning in high-contact areas such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, tablets, touch screens, keyboards, and remote controls to ensure these areas are properly cleaned and disinfected daily.	Ms. Spadavecchia
3	Create routine for increased bathroom cleaning and sanitizing throughout the day	In addition to routine cleaning and increased daily cleaning and sanitizing of high-contact items, a cleaning schedule will be incorporated to ensure all bathrooms are cleaned in scheduled intervals throughout the day.	Ms. Spadavecchia
4	Schedule and procedure to limit bathroom usage and avoid overcrowding	Classrooms will be assigned scheduled bathroom times for a specific bathroom. Each teacher will be asked to monitor their students entering and exiting the bathroom to avoid overcrowding. Plexiglass partitions will be installed between the bathroom sinks.	Mr. Knipper Nurse Gallo
5	Water Fountains	The PTO has offered to purchase each child a water bottle, in our PBIS	Mr. Knipper

		<p>school culture 'houses'. The students will be encouraged to bring their water bottle school already filled. Students will be permitted to re-fill the bottles from our current fountains.</p> <p>No direct drinking from the fountains will be permitted</p> <p>Increased sanitation of the fountains touch spot throughout the day</p> <p>Create and post appropriate signage above each drinking fountain</p>	
6	School bus cleaning and sanitation procedures	<p>Transportation to and from the Robert L. Craig School is provided daily by First Student Transportation and also the South Bergen Jointure Commission through a bid process. The Business Administrator will oversee that all contracted bus companies will employ sanitation procedures that meet state and CDC guidelines as it relates to COVID-19 such as:</p> <ul style="list-style-type: none"> ● Provide hand sanitizer when entering the bus ● Disinfect between routes ● Open windows for air circulation ● Social distancing enforcement both in line while waiting to board the bus as well as when onboard ● Masks must be worn by staff and students ● Students who are unable to wear a face covering will have accommodations met in accordance with the student's need and within all applicable laws and regulations 	Ms. Spadavecchia
7	Hand Sanitizer before boarding a bus	As part of the sanitation process, students will be given hand sanitizer by the bus company and must apply to their hands prior to boarding the bus.	Ms. Spadavecchia
8	Provide EPA-Registered	The MSD has purchased EPA-approved disposable wipes to supply to each classroom, each office, each entry point, and all common areas.	Ms. Spadavecchia

	Disposable wipes to each classroom and common area	This will be an on-going purchase as supplies are used and need to be reordered.	
9	Ensure adequate sanitation supplies. Ensure safe and correct usage and storage	<p>MSD has joined a purchasing agreement with the South Bergen Jointure Commission for the purchase of hand sanitizers, gowns, gloves, and masks. Supplies will be purchased to support healthy hygiene behavior such as hand sanitizer, soap, paper towels, tissues, disinfectant wipes, no-touch/foot pedal trash cans, no-touch thermoscans for all staff and student body's daily temperature screenings and face masks for anyone in need.</p> <p>The Head Custodian will communicate with the Business Office regarding the reordering of school-approved sanitation supplies as needed, on an on-going basis. Sanitation supplies will be stored in the Custodian supply cabinets with keypad access. Custodians will read the labels of all cleaning supplies to ensure the correct usage.</p>	Ms. Spadavecchia Mr. Knipper
10	Cleaning and disinfecting policy and procedure if a student or staff member test COVID-19 positive	<p>The School Nurse will collaborate with the health, custodial and instructional staff to provide the PPE needs for students or staff testing who become ill during the school day such as face masks, shields, gloves, disposable gowns, and hand sanitizers. Persons displaying COVID-19 related symptoms will be confined to an isolation room with the School Nurse while they await being taken home by a parent. The room in which that person was in will be closed off to all personnel and student body for 24 hours and the remaining people in that room will be relocated. Once the 24 hours has passed, one member of the custodial staff equipped with masks, gloves, gowns and cleaning and disinfecting supplies will be allowed to enter and clean and disinfect the room. Windows will be open and ceiling fans if applicable will be utilized to increase air circulation in the area. After thoroughly cleaning and disinfecting the room, the room will continue to be closed off for another 24 hours, after which time the room can be used again. The same procedure applies to the isolation room once the ill person has left.</p>	Ms. Spadavecchia Nurse Gallo Mr. Knipper

11	Training for staff responsible for cleaning and disinfecting the school building	The Business Administrator will schedule training sessions with the custodial staff and provide written materials from the CDC as well as any applicable training webinars or videos and written procedures specific to the MSD in the proper cleaning and disinfecting daily schedules and in the event of a COVID-19 related illness.	Ms. Spadavecchia
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APPENDIX H**Critical Area of Operation #8 - Meals****DOE Minimum Standard:**

- If cafeteria area is used:
 - Stagger times to allow for social distancing and clean/disinfect between groups
 - Discontinue family style, self-service, and buffet
 - Clean and sanitize between each meal service
 - Space students 6-feet apart
 - Wash hands after removing gloves or after directly handling used food service items

Additional Considerations:

- Consult NJ Dept of Agriculture for additional information regarding compliance with Child Nutrition Program rules and regulations
- Consider serving meals in classrooms or outside when possible
- Serve individually plated meals or meals in pre-packaged boxes or bags
- Ensure students are not sharing food
- Use disposable food service items
- Encourage proper hand washing before and after eating meals

Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Lunch Location	The MSD will not be utilizing the cafeteria for student lunch. Student lunch will be consumed within each classroom, still not mixing cohorts of students. Students will remain socially distant Student Desks will be sanitized with EPA-registered wipes before receiving their lunch	Mr. Knipper Ms. Maurin Ms. Spadavecchia
2	Lunch Delivery	The MSD will cease lunch delivery of self-service. Meals will be pre-packaged in disposable containers and delivered directly to the	Mr. Knipper Ms. Maurin

		<p>classroom.</p> <p>Lunch Delivery Personnel will wash hands before delivery, wear masks, gloves, and wash their hands after delivery has concluded.</p>	Ms. Spadavecchia
3	Ordering of Meals	The MSD will institute an electronic ordering option for families to order lunch and upload payment directly from home. This will limit the need for paper transactions and paper menus to be delivered to the school, thus decreasing exposure. However, to ensure equity of access, paper ordering will still be available.	Mr. Knipper Ms. Maurin Ms. Spadavecchia
4	Hand Washing	Individual classes will be provided a schedule for hand-washing at the bathrooms directly prior to lunch.	Mr. Knipper Ms. Maurin Ms. Spadavecchia
5	Bringing Lunch From Home	Students and families will be encouraged to send their students to school with lunch. The lunch will remain with the student at all times and separate from other student belongings.	Mr. Knipper Ms. Maurin Ms. Spadavecchia
6	Remote Learners	As a Remote Learner, there will be a scheduled pick-up time for parent's to receive their child's lunch. This must be pre-ordered, just as if the student was in-person. The pick-up will be contactless. A schedule will be purposefully created.	Mr. Knipper Ms. Maurin Ms. Spadavecchia

APPENDIX I**Critical Area of Operation #9 - Recess/Physical Education****DOE Minimum Standard:**

- Stagger Recess. If two or more groups are participating in recess at the same time, they should have 6-feet of open space between them
- Use cones, flags, tape, or other signs to create boundaries between groups
- Always wash hands immediately after outdoor playtime
- Stagger the use of playground equipment and establish frequent disinfecting protocols
- Closing of locker rooms
- Mitigate risk, limit and/or eliminate direct contact with equipment and do not allow sharing of equipment. If equipment is shared, clean and disinfect between each use
- Designate specific areas for each class during recess to avoid cohort mixing

Additional Considerations:

- N/A

Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Recess	<p>Recess times will be staggered between two-separate sessions. There will be an hour between each session to allow for sanitation of equipment if used. Playground equipment will not be utilized.</p> <p>Classes will be designated a specific area of the campus for recess. Each area will be marked by cones.</p> <p>Cohorts will not be permitted to mix during recess. The students will remain with their cohort class at all times.</p> <p>Students will wash hands following recess.</p>	Leadership Team

2	Physical Education	<p>Weather permitting, Physical Education class will be conducted outside.</p> <p>When weather does not allow for outdoor class, students will remain in their classroom, socially distant. We will implement teaching and learning based on recommendations from the Health/PE state guidelines.</p> <p>Cohorts will be escorted to the same assigned area of campus as their recess.</p> <p>Students will remain socially distant and will not share equipment. Equipment will be properly sanitized between cohort usage.</p> <p>Required PE weekly minutes will be met via a combination of the following intentionally scheduled activities:</p> <ol style="list-style-type: none"> 1) Direct instruction from a teacher of Physical Education 2) Health Education taught by a certified teacher of Health or Elementary Generalist 3) 'Classroom' Physical Education taught by the Elementary Generalist 	<p>Mr. Knipper Nurse Gallo Coach Gingerelli</p>
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APPENDIX J**Critical Area of Operation #10 - Field Trips, Extra-curricular Activities, & Use of Facilities Outside of School Hours**

<p>DOE Minimum Standard:</p> <ul style="list-style-type: none"> - Adhere to all applicable social distancing requirements and hygiene protocol during any extra-curricular activities - Require any external community organizations that use school facilities to follow district guidance on health and safety protocols <p>Additional Considerations:</p> <ul style="list-style-type: none"> - Maximize use of technology and online resources to continue extra-curricular activities without additional person-to-person contact - Restrict use of school facilities to district-sponsored extracurricular activities and groups - Limit public use of school facilities - Consider canceling field trips, assemblies, and other large gatherings - Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours. 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Field Trips	<p>All field trips will be cancelled.</p> <p>No field trips will be scheduled until further notice. This decision will be made with guidance from the local health department or by executive order from the Governor.</p>	<p>Mr. Knipper Ms. Spadavecchia</p>
2	Extra-Curricular Activities	(21st Century)	<p>Mr. Knipper Ms. Spadavecchia Mr. Facendola</p>
3	Use of Facilities Outside of School	No Use of Facilities requests will be granted.	<p>Mr. Knipper Ms. Spadavecchia</p>

	Hours		
4	Co-Curriculars	Co-Curricular activities will not take place during Phase 1	Leadership Team

APPENDIX K**Academic, Social, & Behavior Supports****Social Emotional Learning (SEL) & School Culture & Climate**

Social Emotional Learning & School Culture and Climate			
<ul style="list-style-type: none"> - Educator Well-Being Considerations <ul style="list-style-type: none"> - Provide time and space for individuals to process traumatic events, re-establish connections with each other, and receive support that promotes their healing - Prioritize educator self-care and wellness through the summer and at the start of the 20-21 school year - Support educators' access to mental and behavioral resources and encourage them to utilize these services - Create opportunities for staff to regularly practice and reflect on their social and emotional competencies 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Educator Well-Being	<p>Communicate administrators commitment to supporting staffs' social and emotional well being/open door policy to address concerns</p> <p>Biweekly staff meetings to address concerns</p> <p>Plan Wellness activities/time during teachers prep</p>	<p>Ms. Raguseo</p> <p>Mr. Knipper</p> <p>Nurse Gallo</p>
2	Educators' access to mental and behavioral resources	<p>Encourage staff to seek mental health services if necessary</p> <p>List of resources will be provided to all staff members & available on MSD website</p>	<p>Ms. Raguseo</p> <p>Mr. Knipper</p> <p>Nurse Gallo</p>

3	Staff Self-Reporting of Symptoms and Possible Exposure	When a staff member reports possible COVID-19 exposure (within 6 feet for >10 minutes), they will be instructed to quarantine at home for 14 days. When a staff member reports symptoms they will be instructed to isolate at home and follow up with their PCP. In both instances, the staff member will be instructed to either stay home or go home immediately. Encourage staff to seek mental health services if necessary.	Nurse Gallo Mr. Knipper

Trauma-Informed Social and Emotional Learning

Trauma-Informed Social and Emotional Learning

- Actions to consider first
 - Make deliberate efforts to communicate the importance of SEL and how it relates to student success in your district
 - Consider staffing needs that would be most appropriate in addressing the trauma and social and emotional well-being of your students as they return to school.
 - Facilitate opportunities for connection and reflection among students, families, and staff. It is critical that districts make time for these conversations and ensure that students' voices are heard.
- Actions to consider prior to school opening
 - Provide professional development to support educators
 - Integrate SEL in their teaching
 - Understanding and utilization of trauma-informed practices
 - Protocol for identifying and supporting students who may be experiencing social-emotional, behavioral, and mental health challenges
 - Establish systems that promote supportive staff-student relationships to ensure that all students have at least one caring staff member who checks in regularly with them and who their family and is able to connect with for any needed supports
 - Be proactive in preparing access to mental health and trauma supports for adults and students
- Actions to consider once the school year begins
 - Create opportunities for staff and students to regularly practice and reflect on their social and emotional competencies

- Have conversations with staff and students to discuss impacts of COVID-19
 - Safe space
 - Topics (bullying, grief, loss, trauma, mental health, bias, prejudice, stigma, preparedness, hope, resilience, fear, and anxiety)
- Staff should be trained as necessary
- Be prepared to support an influx of students who may need counseling support.

Moonachie School District Response Plan

Focus Area	Issue	Solution	Person Responsible
1	Professional Development	Professional development will be provided to support staff. The PD will help build relationships and integrate SEL into in-person and distance learning, create equitable learning environments, identify signs of trauma and mental health concerns, and support grieving students	Ms. Raguseo
2	Integrating SEL into curriculum	Teachers will establish sense of community (morning meeting/check in) Teachers will engage students in developmentally appropriate conversations and lessons to discuss past, current, and future impacts of the pandemic on themselves, their families, their communities, and the broader world.	Ms. Raguseo
3	Supporting students and staff in feeling safe, connected, and hopeful	Administration will allow space for connection, listening, and healing Child Study Team will ensure mental health and trauma supports District will promote supportive adult-student relationships	Ms. Raguseo

School Culture and Climate

<p>School Culture and Climate</p> <ul style="list-style-type: none"> - Create positive school climate and culture to address issues raised by COVID-19 and improve the conditions for learning for all students - Prioritize health and emotional well-being - Asses the school climate to identify vulnerabilities - Plan to provide and sustain instruction on social norms, relationship building, and behavioral expectations. 			
<p>Moonachie School District Response Plan</p>			
Focus Area	Issue	Solution	Person Responsible
1	Positive school climate and culture	<p>Establish sense of community</p> <p>Provide clear expectations, explanation of class structure</p> <p>Promote supportive adult-student relationships</p> <p>Discuss students' experiences</p> <p>Help students process current reality</p> <p>Collaborate with students to come up with creative ways to rethink celebrations and traditions and maintain connections with peers</p>	<p>Mr. Knipper</p> <p>Ms. Raguseo</p>

Multi-Tiered Systems of Support

<p>Multi-tiered System of Support</p> <ul style="list-style-type: none"> - RTI - Universal Screening - Collaborative Problem-Solving Teams - Family engagement - Data-Based Decision Making 			
<p>Moonachie School District Response Plan</p>			
Focus Area	Issue	Solution	Person Responsible
1	Academic RTI Model, PBIS, & I&RS	<p>The MSD currently implements an RTI framework which includes screening, progress monitoring, and formative assessments. Our model focuses on academic strengths and weaknesses.</p> <p>Coupled with our RTI model is a School Wide three tiered Positive Behavior Intervention Support program.</p> <p>Together our current Academic RTI & SWPBIS programming provide students with tiered services, as it relates to academics and behavioral supports.</p> <p>A new component will now be added to expand the array of social emotional supports and interventions that will be needed to meet the needs of all students both in-person and remote.</p>	Leadership Team

Wraparound Supports

<p>Wraparound Supports</p> <ul style="list-style-type: none"> - Mental Health Supports (procedures for identifying students in need of individualized mental health interventions) <ul style="list-style-type: none"> - Establish Tier 1 (all students), Tier 2 (more intensive supports for students who are identified as at-risk), Tier 3 (individualized and intensive support for students who are identified as needing mental health and/or substance abuse interventions) 			
<p>Moonachie School District Response Plan</p>			
Focus Area	Issue	Solution	Alternatives to Solution
1	Identification	<p>A universal screening will be done for every student</p> <p>Data will identify Tier 1 , Tier 2, and Tier 3 students</p> <p>Supports and interventions will be put in place for each tier</p>	Ms. Raguseo
2	Resources	<p>Child Study Team will use data to determine student and family needs, coordinate services, and provide additional resources</p>	Ms. Raguseo

Primary Health and Dental Care

<p>Primary Health and Dental Care</p>
<ul style="list-style-type: none"> - Reinforce and adjust screening processes to identify students who may have had unaddressed health or dental needs during the pandemic - School physicians should be utilized in addressing the needs of students - Engage school nurses in planning to meet the physical health, dental, and mental health needs - School physicians should be utilized in addressing the needs of students

- Consider a virtual school health office model			
Focus Area	Issue	Solution	Person Responsible
1.	Dental Care	Dental screening for pre-K students with referrals as needed to local dentists and dental clinics. Identify and refer all students with dental caries or pain Distribute a list of local dentists and clinics who accept NJFamilycare	Nurse Gallo
2.	Health Screenings	Proceed with state mandated health screenings as recommended by NJ. Prioritize health screenings of current Kindergarten, 1st grade and 8th grade students as they were not completed in 2019-2020. If mandated health screenings cannot be accomplished due to COVID-19 regulations, or are waived by NJ, then conduct vision and hearing screenings upon teacher referral. Encourage families to take students to PCP for annual health exams and immunizations as needed.	Nurse Gallo
3.	Mental health	Identify students with mental health needs and refer to CST for counseling and appropriate referral.	Nurse Gallo
4.	Immunizations	Identify non-compliant students and refer for missing immunizations Before reopening, identify students in need of immunization updates and notify parents. (This has been completed).	Nurse Gallo
5.	Virtual School Health Office	Identify families with food insecurities and link to community resources Identify families and students with COVID-19 health issues and link them to community medical resources, public health	Nurse Gallo

		department. Contact parents to offer support and check on physical and mental health & wellness Post community resources on school website & Class DoJo	
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Academic Enrichment/ Expanded After-School Learning

Academic Enrichment/Expanded After-School Learning - 21st Century			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	21st Century Afterschool Programming	The current 21st Century after school programming, offered to grades 3-8, will be operational during their normal service hours of 3-6pm. The 21st Century program will follow all requirements of the MSD as it relates to face coverings, screenings, social distancing, hygiene, and not mixing cohorts.	Mr. Facendola
2	Academic Enrichment	Our enrichment programming that is currently operational via Virtual Learning during the Summer months will continue to operate virtually in the Fall of 2020.	Mr. Facendola
2	Saturday School	Our Saturday School Programming will continue to be offered, both virtual and in-person, with all requirements for in-person being strictly adhered to.	Mr. Facendola

Mentoring

Mentoring			
- Establish, strengthen, or continue partnerships with community organizations that provide mentorship opportunities for students			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Student Mentoring	<p>The MSD implements a comprehensive Check-In Check-Out mentoring program for students, with staff serving as daily mentors to help students socially, behaviorally, and emotionally. The relationships built in this program have supported continuous student growth.</p> <p>The MSD will purposefully schedule in-person and/or remote opportunities for these mentor relationships to continue, following all health and safety guidelines.</p>	<p>Mr. Knipper Director of C&I</p>

Food Service and Distribution

Food Service and Distribution			
- School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening.			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Lunch Location	The MSD will not be utilizing the cafeteria for student lunch.	Mr. Knipper

Moonachie School District - Restart and Recovery Plan, 2020-2021

		<p>Student lunch will be consumed within each classroom, still not mixing cohorts of students. Students will remain socially distant</p> <p>Student Desks will be sanitized with EPA-registered wipes before receiving their lunch</p>	<p>Ms. Maurin Ms. Spadavecchia</p>
2	Lunch Delivery	<p>The MSD will cease lunch delivery of self-service. Meals will be pre-packaged in disposable containers and delivered directly to the classroom.</p> <p>Lunch Delivery Personnel will wash hands before delivery, wear masks, gloves, and wash their hands after delivery has concluded.</p>	<p>Mr. Knipper Ms. Maurin Ms. Spadavecchia</p>
3	Ordering of Meals	<p>The MSD will institute an electronic ordering option for families to order lunch and upload payment directly from home. This will limit the need for paper transactions and paper menus to be delivered to the school, thus decreasing exposure. However, to ensure equity of access, paper ordering will still be available.</p>	<p>Mr. Knipper Ms. Maurin Ms. Spadavecchia</p>
4	Hand Washing	<p>Individual classes will be provided a schedule for hand-washing at the bathrooms directly prior to lunch.</p>	<p>Mr. Knipper Ms. Maurin Ms. Spadavecchia</p>
5	Bringing Lunch From Home	<p>Students and families will be encouraged to send their students to school with lunch. The lunch will remain with the student at all times and separate from other student belongings.</p>	<p>Mr. Knipper Ms. Maurin Ms. Spadavecchia</p>
6	Remote Learners	<p>As a Remote Learner, there will be a scheduled pick-up time for parent's to receive their child's lunch. This must be pre-ordered, just as if the student was in-person. The pick-up</p>	<p>Mr. Knipper Ms. Maurin Ms. Spadavecchia</p>

		will be contactless. A schedule will be purposefully created.	
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Quality Child Care

Quality Child Care - NJDOE Considerations			
<ul style="list-style-type: none"> - Involve contracted child care providers in your leadership and planning meetings - Communicate schedule to all licensed child care providers - Plan for transportation from school to child care locations - Anticipate that children will need additional social emotional supports and coping strategies - Utilize or establish Employee Wellness programs to promote healthy lifestyles, particularly mental health, for staff - Partner with health care providers in the community 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Quality Child Care	The MSD will not offer child care services during Phase 1 of reopening.	Leadership Team

APPENDIX L

Restart Committee

Mr. James Knipper - Acting Superintendent/Principal, Director of Curriculum & Instruction, MSD

Ms. Laurel Spadavecchia - Business Administrator, MSD

Ms. Silvia Raguseo - Director of Child Study Team, MSD

Mr. Matthew Vaccaro - Moonachie Board of Education Trustee

Mr. Philip Facendola - Director of 21st Century Programming

Ms. Donna Gallo - Robert L. Craig School Nurse, NJ Certified School Nurse

Mr. Victor Migliorino - Moonachie Police Department Sergeant, School Resource Officer

Ms. Sandy Diaz - Assistant to the Business Administrator, MSD

Ms. Alyssa Spitaleri - Administrative Assistant, MSD

Mr. Jason Diaz - Technology Coordinator, MSD

Ms. Lucrezia Maurin - Food Service Coordinator and Attendance Officer, MSD

Ms. Kathy Kinsella - Moonachie Education Association, Teacher, Moonachie Burrough Councilwoman

Ms. Natasha Dillon - Moonachie Education Association, Teacher

Ms. Adiana Ayres - Parent, Moonachie PTO President

Ms. Linda Esposito - Parent, Mooanchie PTO Vice President, Robert L. Craig School Teacher Assistant

Mr. Radley Macalintal - Parent

Dr. Rose Ann Gonzales - Parent, Certified NJ Pediatrician

Ms. Jamie Migliorino - Parent, Robert L. Craig School Teacher Assistant

APPENDIX M
Pandemic Response Teams

Robert L. Craig School

James Knipper - Acting Superintendent/Principal, Director of Curriculum and Instruction, School Safety Specialist

TBD - Director of Curriculum & Instruction

Nurse Donna Gallo - NJ Certified School Nurse

Ms. Laurel Spadavecchia - Business Administrator and Custodian Supervisor

Silvia Raguseo - Director of Special Services

Ms. Nidia Alvarez - School Psychologist

Ms. Kathy Kinsella - Teacher

Ms. Natasha Dillon -Teacher

Ms. Kim Samarelli - Teacher

Ms. Lisa Perez - Teacher

Ms. Jamie Migliorino - Parent

Ms. Linda Esposito - Parent

Sgt Victor Migliorino - School Resource Officer

Mr. Ryan Jones - Custodian

APPENDIX N
Scheduling of Students

Time	Student Activity	Additional Notes
8:10-8:30	Bus Student Entrance and Screening Procedure	Once screened, students will report to homeroom and pick-up a pre-packaged non contact breakfast. When finished eating, students will sanitize their hands and desk. They will then engage in independent academic work or reading.
8:30-9:00	Car Drop Off & Walker Student Entrance and Screening Procedure	Once screened, students will report to homeroom and pick-up a pre-packaged non contact breakfast. When finished eating, students will sanitize their hands and desk.
9:00-9:40	Period 1	Bathroom & Hand Hygiene Rotation 1
9:40-10:20	Period 2	Bathroom & Hand Hygiene Rotation 2
10:20-11:00	Period 3	Bathroom & Hand Hygiene Rotation 3
11:00-11:45	Period 4 for Half of School Recess/Lunch for Half of School	Students will have Recess from 11:00-11:15 Students will wash hands from 11:15-11:25 Students will eat in classroom from 11:25-11:45
11:45-12:30	Period 4 for Half of School Lunch/Recess for Half of School	Students will eat in classroom from 11:45-12:05 Students will have Recess from 12:05-12:20 Students will wash hands from 12:20-12:30
12:30-1:10	Period 5	Bathroom & Hand Hygiene Rotation 1
1:10-1:40	Period 6	Bathroom & Hand Hygiene Rotation 2
1:40-2:30	Period 7	Bathroom & Hand Hygiene Rotation 3
2:30-3:05	Period 8	Dismissal will begin at 2:30 with PreK and work up to grade 8. The dismissal schedule and procedures will be sent to families in August.

APPENDIX O**Staffing**

The MSD is mindful of the continuous consideration of access and equity for all staff in order to ensure continuity of student learning. Surveys will be conducted to assess the unique needs of each staff member with regards to access to technology, social and emotional health, and child care concerns

The MSD will consult with the local bargaining units and legal counsel prior to finalizing any COVID-19 related changes for the 2020-2021 school year.

The MSD must comply with all applicable employment laws, including, but not limited to, the American Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA)

In-Person and Remote Learning Environment: Roles and Responsibilities (Working in District)			
Moonachie School District Response Plan			
Staffing Area	Staff Title	Roles & Responsibilities	Supervisor
1	Teachers	<p>Be available for seven hours each weekday.</p> <p>Teachers will check in daily at the Robert L. Craig School. Teachers will sign-in & out each day via a Shared Google Sheet to avoid entering the main office and overcrowding</p> <p>Check in with remote students on an as needed basis. Respond to Google Classrooms questions, as they would for in-person students. Regularly monitor and respond to parent concerns or questions on e-mail. Utilize extra prep time for Remote Learning support.</p>	<p>Mr. Knipper</p> <p>Director of Curriculum & Instruction (TBD)</p>

		<p>Ensure that home-based instruction is consistent with students' individualized education plans (IEPs) and Section 504 Plans, to the extent appropriate and meet the NJSL</p> <p>Maintain ongoing communication with direct member of the administrative team via email or phone call</p>	
2	Related Services (Speech, OT, PT)	<p>Provide lessons and related services work in the same fashion as teachers</p> <p>Maintain communications with students, parents/guardians, and Direct supervisor to ensure student work is progressing and sustain engagement in continuous learning experiences for the duration of school closure. Align daily instruction based on the goals and objectives outlined in their IEP</p> <p>Complete any necessary documentation in a timely manner</p> <p>Maintain traditional related services, while practicing social distancing, and wearing a face covering.</p> <p>If a family chooses Remote Learning, MUST provide Related Services via remote instructional opportunities and in accordance with the student's IEP</p>	Ms. Raguseo
3	Child Study Team	<p>Be available for seven hours each week day.</p> <p>Daily check in with direct supervisor.</p> <p>Conduct all IEP meetings, remotely via technology in teams and via telephone to remain in compliance with all state and federal mandates. Virtual IEP meetings will ensure no visitors to the building.</p>	Ms. Raguseo

		<p>Maintain a log of meetings and communications, IEP evaluations, re-evaluations, planning meetings, documentations, reports, communications, related services of counseling, and support for teachers in implementation, as normal practices.</p> <p>Communicate with students, families, and case managers for students in an out of district placement to monitor that the OOD placement is providing work. Collaborate and provide support/resources as needed</p>	
4	Nurse	<p>Be available for seven hours each weekday.</p> <p>Maintain confidential health records of students.</p> <p>Conduct and document student health screenings and refer when indicated as directed by NJ code.</p> <p>Provide well medical care of students. Administer student medication as prescribed by their PCP. Administer first aid to students as needed. Triage students with COVID-19 symptoms and initiate isolation as needed.</p> <p>Examine daily COVID health screenings upon arrival of staff and students to identify students and staff needing exclusion, isolation or quarantine.</p> <p>Daily communication with the Superintendent/Principal & Director of C&I regarding health status of students, as</p>	Mr. Knipper

		<p>needed.</p> <p>Comply with any requests from the local, county, or state Department of Health, as necessary</p> <p>Communicate with parents/caregivers as needed, providing support/resources/notifications as needed</p> <p>Maintain a confidential individual log of communications and student medical visits, as is normal practice.</p>	
5	Paraprofessionals	<p>Be available for assigned hours each week day</p> <p>Maintain log of hours worked, following same procedures for submitting a timesheet</p> <p>Through collaboration with assigned teachers, provide assistance as warranted</p> <p>Provide supervision during in-classroom lunch and recess, following all guidelines</p> <p>Be an active member of the screening and entry teams, as duties are assigned</p>	<p>Mr. Knipper</p> <p>Director of Curriculum & Instruction</p>
6	Administrative Assistants	<p>Be available for seven hours each work day</p> <p>Perform normal job responsibilities at the direction of the Superintendent/Principal, Director of Curriculum & Instruction, & the Director of Child Study Team</p>	<p>Mr. Knipper</p> <p>Ms. Raguseo</p> <p>Director of C&I</p>
7	Board Office	<p>Report to work each day</p> <p>Perform normal job responsibilities</p>	Ms. Spadavecchia

8	Technology Coordinator	<p>Report to work each day</p> <p>Maintain active communication with administrative team</p> <p>Provide remote support to students</p> <p>Provide in-person support to teachers and staff and remote support, as needed</p> <p>Resolve issues with devices and tech problems</p>	Mr. Knipper
9	Custodial Staff	<p>Report To work</p> <p>Clean and sanitize all areas of the building</p> <p>Maintain log, as provided by Supervisor, of the cleaning and sanitation of all required locations throughout the building</p> <p>Perform all duties as directed by supervisor</p>	Ms. Spadavecchia
10	Superintendent/Principal Director of C&I Director of Child Study	<p>Report to work each day</p> <p>Supervise all staff members, as normal</p> <p>Maintain communication with each other</p> <p>Communicate with students and parents, respond to questions, concerns, and issues related to remote learning or in-person</p> <p>Ensure Google Classroom lessons are available to all students choosing Remote Learning</p> <p>Ensure all Google Meets Links are active for students choosing Remote Learning</p>	Mr. Knipper

		<p>Follow up with daily Remote Learners, as needed</p> <p>Perform all routine and normal tasks as it relates to teacher supervision, observations, student discipline, parent communications, etc..</p>	
11	Business Administrator	<p>Report to work</p> <p>Communicate with Food Services vendor to support the smooth meal delivery each day</p> <p>Communicate with Transportation vendors to ensure consistent transportation services</p> <p>Maintain normal work flow and duties</p> <p>Communicate with the Superintendent, daily</p> <p>Supervise Custodial and Business Office Staff</p>	Mr. Knipper

For Guidance on Mentoring, the MSD will comply with all regulations and guidelines set forth by the NJ Department of Education found at this link: <https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml>

For Guidance on Evaluations, the MSD will comply with all regulations and guidelines set forth by the NJ Department of Education found at this link: <https://www.nj.gov/education/covid19/teacherresources/evaluation.shtml>

For Guidance on Certification, the MSD will comply with all regulations and guidelines set forth by the NJ Department of Education found at this link: <https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml>

For Guidance on Teacher Preparation, the MSD will comply with all regulations and guidelines set forth by the NJ Department of Education found at this link: <https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml>

APPENDIX P**Athletics**

Athletics			
<ul style="list-style-type: none"> - Currently the MSD only offers Basketball during the Winter Season. - If the MSD moves forward with participation in the Basketball League, we will respond by meeting all required guidelines 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Clearance	Students who presently have COVID-19, or who have tested positive for COVID-19, shall provide clearance from a physician before he/she will be permitted to participate in school activity	Nurse Gallo
2	Pre-Existing Conditions	Student-athletes who have pre-existing medical conditions and/or are immunocompromised shall provide clearance from a physician before he/she will be permitted to participate in practices	Nurse Gallo
3	Daily Screening	<p>If a student is permitted in school, by use of our system questionnaire/survey, they will be permitted to practice or play that day.</p> <p>An additional temperature screening will occur before participating in that day's workout or game. If a student registers 100.4 degrees fahrenheit or higher, he/she will be isolated and the MSD will follow all aforementioned protocols when handling a suspected COVID-19 positive person</p>	Nurse Gallo Mr. Knipper
4	Cleaning & Disinfecting	All equipment will be sanitized following each session,	Ms. Spadavecchia

		<p>through the normal protocol described in this plan. Sharing of equipment during practice will be minimized</p> <p>Any student-athlete testing positive, all practices will be cancelled for at least 48 hours to clean and disinfect the facility and equipment. The area will be closed for 24 hours prior to disinfecting/cleaning.</p>	
5	Emergency Action Plan	<p>Advise sick individuals of Home Isolation Criteria. They cannot return until they have met criteria, as described in this plan.</p> <p>Those who demonstrate symptoms or have possible exposure will be immediately isolated from the rest of the team and coaches.</p> <p>If an individual develops shortness of breath that is not relieved by rest, an ambulance should be called for transport to the hospital. Call first to alert Emergency Responders that the person may have COVID-19</p> <p>Students who develop symptoms that do not warrant emergency medical transport by an ambulance will have a parent/designated adult contacted for immediate pick up</p> <p>Any student or staff who develop COVID-19 related symptoms while at a practice or game will be reported to the school nurse and principal for further follow-up with parents, the local/county health department, and possible contact tracing.</p>	Mr. Knipper Nurse Gallo
6	Preventing COVID-19 Transmission during CPR & First Aid	While there is currently no specific data on COVID-19 transmission while performing CPR or giving first aid, it is reasonable to conclude that chest compressions have the	Nurse Gallo Mr. Knipper

		<p>potential to generate respiratory droplets or aerosols and close contact needed for some aspects of first aid may have risk of transmission.</p> <p>During COVID-19 pandemic, for all persons requiring CPR, PPE should be worn</p> <p>Normal CPR training will occur for all coaches. Nurse Gallo will provide COVID-19 specific training to all coaches</p>	
7	Practices & Games	<p>Practices will be no more than ninety (90) minutes in duration</p> <p>Only 1 practice per day, with a mandatory 1 day of rest per every 7 days</p> <p>All practices shall take place outside, when possible, during Phase 1.</p> <p>There shall not be any physical contact, during Phase 1</p> <p>There will be NO COMPETITIONS between schools during Phase 1</p> <p>Practices should be limited to conditioning, skill sets, and sport specific non-contact drills</p>	Mr. Knipper
8	Face Coverings	<p>Student-athletes engaged in high-intensity aerobic activity (running, springing, jogging) do not need to wear face coverings during the period of activity. When completed, face coverings should be worn.</p> <p>Students not engaged in physical activity (resting), face coverings should be worn.</p> <p>Students and staff must arrive to all practices with face</p>	Mr. Knipper Nurse Gallo

		coverings for temperature screening	
7	Groups & Social Distancing	<p>NO more than ten (10) student-athletes may be grouped together in a single area and the groups shall be pre-determined by the coach prior to the start of practice.</p> <p>Groups may not mix. Groupings shall stay together</p> <p>Social distancing of at least 6-feet of separation shall be maintained at all times, including within the ten (10) student-athlete groupings.</p> <p>No celebratory contact (fist bumps, high-fives, huddles, etc...) shall be permitted during Phase 1</p>	Mr. Knipper Nurse Gallo
8	Locker Rooms	Students will NOT have access to locker rooms during Phase 1.	Mr. Knipper

Support of Distance/Remote Learning Option

Support of Distance/Remote Learning Option			
<ul style="list-style-type: none"> - The MSD is dedicated to providing families a Distance/Remote Learning option. - This option is detailed below. - This option consists of both Synchronous and ASynchronous learning opportunities for Remote Learners. - Parent's must choose this option during August. - This option will be available to any student who is required to self-quarantine to do demonstration of symptoms of COVID-19 or possible exposure. - This option will be available to any student who is encouraged to stay home due to illness or is experiencing possible symptoms of COVID-19. 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Will the MSD support the option for parent's to choose distance/remote learning?	Yes. Any parent of the MSD has the option to have their child remain as a remote learner.	Mr. Knipper Director of C&I
2	Will students who are in quarantine or not feeling well and encouraged to stay home, given this same option?	Yes. The plan presented below for remote/distance learning will be available to all students when they are: <ol style="list-style-type: none"> 1) Choose Distance/Remote Learning 2) Required to self-quarantine for 14-days 3) Is encouraged to stay at home due to possible symptoms or is ill 	Mr. Knipper Director of C&I
3	How will my student receive instructional support for remote learning?	Synchronous - The first 15 minutes of every content class, including specials, (schedule will be communicated to all families in August) will be screen shared from the teacher's Smart Board via 'Google	Mr. Knipper Director of C&I

		<p>Meets' link. Any new content, videos, models, examples, etc... will be shared to both in-person and virtual students via the SmartBoard. The students at home will also be able to hear the teacher.</p> <p>ASynchronous- Upon completion of the direct instruction, the teacher will close the Google Meet link and instruct the students/families to proceed to Google Classroom to complete the assignment that has been uploaded for that day's work. The student will submit the assignment directly through Google Classroom. The student may e-mail the teacher any questions they have, with feedback/answers provided at the teacher's convenience. Response times will vary due to variables in the classroom.</p>	Teachers
4	Is any student eligible for remote learning option?	Yes, any student is eligible to choose fulltime remote learning.	Mr. Knipper
5	How do I request remote learning?	There will be a survey option sent out in August, following information town halls. Parents will then have the option to choose fulltime remote learning.	Mr. Knipper
6	How long do I need to remain in remote learning?	<p>We ask that families remain in their preferred method of learning, in-person or remote, for at least the first quarter. As we approach the end of the first quarter (2-weeks prior), remote families will be contacted by Ms. Spitaleri to see if they wish to change their placement with the start of the next instructional quarter.</p> <p>Upon case-by-case basis, a family may appeal to the Superintendent/Principal with extenuating circumstances that may be considered for approval to transition from remote to in-person instruction without waiting for the quarter to end.</p>	Mr. Knipper

7	Can I switch from in-person to remote?	Yes. The family must contact Ms. Alyssa Spitaleri to initiate this process. Again, the family would be required to remain in Remote Learning for at least the remainder of the instructional quarter.	Mr. Knipper
8	Will my student receive the same level of instructional equity if I choose Remote Learning?	The MSD will make every effort to ensure instructional equity for both in-person and virtual students is achieved. However, due to the nature of human interactions and natural conversations, the MSD cannot guarantee that Remote Learners will be able to access the same level of discussion, questions/answers, or best practices through social distancing, as would naturally occur within a physical classroom space. However, the remote student will be provided ample synchronous and asynchronous learning opportunities to engage with the New Jersey Student Learning Standards	Mr. Knipper Director of C&I Teachers
9	What if I miss the scheduled time?	Just like in school, we must adhere to the schedule. Therefore, the synchronous learning time is scheduled. If families/students choose the Remote Learning option, they are also choosing to ensure they meet the synchronous learning schedule. If a student is not logged in at the appropriate time to watch the live stream instruction the student is still required to complete the work.	Mr. Knipper Director of C&I
10	How will teachers plan?	<p>Grades PK-5, grade levels will share one-google classroom for each content area. They will have individual Google Meets link attached to their individual SmartBoard.</p> <p>Grades 6-8, teachers will have their own Google Classroom and their own Google Meets link attached to their individual SmartBoard.</p> <p>Grades PK-5 will be encouraged to co-plan and share the creation of student work documents, between in-person students and remote students.</p>	Mr. Knipper Director of C&I Teachers

11	Will there be time in the day for my student to engage with the teacher directly?	Due to the nature of having student under direct supervision of a teacher in class, direct contact during asynchronous learning of Remote Students will be challenging. However, the MSD will purposefully schedule at least 1 or 2 sessions a week for Remote Learners to work directly with the teacher via 'Google Meets' or telephone.	Mr. Knipper Director of C&I
12	If I choose Remote Learning, is my student entitled to lunch?	The MSD will follow all Requirements by the NJ Department of Agriculture and NJ Department of Education as it relates to student meals. As a Remote Learner, there will be a scheduled pick-up time for parent's to receive their child's lunch. This must be pre-ordered, just as if the student was in-person. The pick-up will be contactless. A schedule will be purposefully created.	Mr. Knipper Ms. Spadavecchia
13	Can I screen record the synchronous lesson to refer back?	No. Due to privacy rights, the MSD prohibits screen recording of a lesson for Remote Learners. However, any instructional examples or guidance needed to complete asynchronous assignments will be provided via the Google Classroom.	Mr. Knipper Director of C&I
14	Can I choose Remote Learning on a Daily Basis?	No. Parents will be given this option in August to be 'full-remote learners' or 'full in-person learners'. If a parent choose 'full-remote learners' it will be understood that student will remain Remote Learning for at least the first marking period. However, students who are forced to quarantine or are encouraged to stay home due to symptoms or possible exposure, will have access to the Remote Learning options during their time away from in-person instruction.	Mr. Knipper Director of C&I
15	What if I, or the teacher, experience technical difficulties?	With any new initiative or technology plan, there will be issues. We anticipate and will purposefully plan for it. The MSD will put together a troubleshooting guide for families when accessing	Mr. Knipper Director of C&I

		Google Meets or Google Classroom. The technology team will be available to support teachers in the classroom who may experience technical difficulties.	Director of Technology
16	What if I don't have a device and/or internet but wish to choose Remote Learning?	The MSD is committed to providing instructional equity to all students and families. The MSD is committed to closing the Digital Divide. As was the case during the Spring of 2020 Remote Learning, should a family require a device and/or internet, it will be provided to them by the MSD.	Mr. Knipper Director of C&I Director of Technology
17	What if my student has an IEP or receives additional services?	Any student is eligible to request full time remote learning. If the student has an IEP, the team will meet to determine if an amendment is needed. All Related services and IEP modifications will be provided remotely.	Ms. Raguseo

Closing The Digital Divide

<p>Digital Divide</p> <ul style="list-style-type: none"> - Outline steps to ensure that all students who are expected to engage in remote instruction have access to the requisite educational technology <ul style="list-style-type: none"> - Documented process for identifying students in need of educational technology - Identify steps that the district will take to provide needed technology - Prioritize provision of district-issued technology to those students who, in the absence of district-issued technology, may be unable to fully participate in remote instruction. - Include ongoing monitoring 			
<p>Moonachie School District Response Plan</p>			
Focus Area	Issue	Solution	Person Responsible
1	Steps Already Taken to Close the Digital Divide & Funding Sources Already Utilized	<p>As a Title 1 district with about 57% of our student population eligible for free and reduced lunch, the Moonachie School District experiences a major digital divide. While many of our students and parents have access to a cellular communication device connected to the LTE mobil network, many do not have devices or wifi to connect the device. A cellular phone does not provide equitable access to complete either synchronous (video conferencing) or asynchronous (Google Classroom assignments) learning opportunities. Before distance learning commenced on March 13, we completed a survey of our families to analyze our device and wifi needs. The results of the survey indicated that many families did not have a laptop or tablet to complete their work.</p> <p>When distance learning occurred, we worked tirelessly to provide laptops and iPads to every family that needed it.</p>	<p>Mr. Knipper Ms. Spadavecchia Mr. Diaz</p>

		<p>Partnering with the YMCA 21st century programming, we also purchased and activated 12 Hotspot devices to provide to families without internet.</p> <p>As part of our restart plan, we will use the data already collected, as well as new survey data to be collected in August to continue to identify our need and get devices into the hands of students who need them. The MSD will utilize my Virtual Town Hall events and information blasts to explain to families these surveys and the difference between internet access via a cell phone, vs internet access from a device for a student to be able to actively engage in the New Jersey Student Learning Standards. The survey will be student specific to ensure every child has either a family provided device or a district provided device. The new survey will be centered around identifying new families in need due to COVID-19 consequences (I.E. they are unemployed and therefore needed to turn off their internet service, their laptop broke and they can't afford to get a new one, etc...). We will then merge our data two (2) data points and triangulate it with individualized phone calls to each family identified. Our Administrative Assistant staff will make humanitarian calls, in the native language, to confirm family specific needs and schedule contact-less pick up times for devices and/or hotspots.</p> <p>In anticipation of increased need (and replacement of devices) for the Fall of 2020, the Moonachie School District aggressively allocated our CARES monies to close our digital divide. Our goal is to provide a device to every student that needs one, not just one (1) per family. Our total CARES funding was \$70,316. As a result we purchased 30-iPads with Keyboards & cases, totaling \$15,198. We purchased</p>	
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		<p>10-MacBook Air Laptops, with cases, totaling \$11,780 and laptop adapters, charges and cases at \$3002. The district also purchased 150 malware licenses totaling \$6750. We requested reimbursement for the 8-Hotspot devices purchased and activated in the Spring, to provide additional funding to keep those devices active for the fall months, totaling \$782. All total, we spent 55.6% of our CARES monies to close our digital divide. However, it is not enough. To fully offer one (1) device per student who does not currently have an equitable device to work from, we are in need of 30-additional devices. As of July 30th, we have completed the 'digital divide' grant on the NJHOMEROOM EWEG Application. The MSD is eligible for an additional \$15,824, which will be used to purchase these additional 30 iPads for Remote Learning purposes.</p> <p>The 30 iPads and 10 laptops purchased with CARES monies, the 30 Ipads projected to be purchased with the Digital Divide Grant, and the 12 HotSpots purchased with CARES monies, will meet the digital connectivity divide in our community.</p> <p>Finally, since our Remote Learning option will be provided to any students experiencing a 14-day quarantine or are experiencing possible symptoms of COVID-19, this survey will be vital to ensure ALL families in MSD can effectively engage in Remote Learning on any given day. This will avoid last minute device pick-up/delivery.</p>	
2	Ongoing Monitoring	Our technology department and administrative assistants will continuously monitor device need through open communications with families engaging in remote learning.	Mr. Diaz
3	BYOD	For in-person learners, the MSD will promote our Bring Your	Mr. Diaz

		Own Device program. This will help expand our ability to provide equitable access to families who need it the most. It will also limit the sharing of devices when in-person.	
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Policy and Funding

Policy & Funding			
<ul style="list-style-type: none"> - The Board shall explore options to obtain the maximum amount of available revenue to minimize expenditures for fiscal planning in the face of considerable uncertainty (ESSER, FEMA, State Aid) - Budget for FY 20 and FY 21 have already been finalized. - School Funding: Purchasing, Use of Reserve Accounts, Transfers and Cashflow, Costs & Contracting 			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	ESSER	Based on the Coronavirus Aid Relief and Economic Security Act of 2020 (CARES) the MSD received \$70,316 in funding to support the purchasing of Instructional Supplies, Instructional Equipment, and the Extended School Year program costs.	Ms. Spadavecchia
2	FEMA	The Business Administrator has applied for a Request For Public Assistance with FEMA and has been accepted into the grant's emergency management portal. The Business Administrator has received guidance through the FEMA representative on allowable expenses and will use the reimbursement process through the grant portal to apply for funding for cleaning, disinfecting and safety measures purchased as of March 13, 2020 and going forward.	Ms. Spadavecchia
3	State Aid Update	The MDS State School Aid was reduced by \$37K. The Business Administrator and Board of Education shall explore options to maximize revenue and minimize expenditures to make up for the shortfall. Funds will be reallocated as needed. The MSD was also approved to receive additional PEA funding to support an additional preschool classroom.	Ms. Spadavecchia

		This has improved the district's revenue sources and expenses will be reexamined to meet PEA guidelines in a best cost-effective way.	
4	School Funding (Purchasing, Use of Reserve Accounts, Transfers, Cashflow, Costs, Contracting)	As FY21 budgets were already finalized, the readying of facilities, purchasing of supplies, transporting and feeding of students in a different setting are unanticipated fiscal expenses that will need to be examined. The district is entering into the FY21 school year with a surplus and cash flow is being carefully examined. Purchasing practices remain in compliance with Public School Contracts Law N.J.S.A. 18A-1 et seq. The MSD currently has funds available in Capital Reserve of which \$300,000 was approved for use for capital improvement projects. All projects not deemed emergent are placed on hold and the funds may become available with appropriate approval if need be for coronavirus expenses. Account line transfers will abide by regulations to request county permission if transferring more than 10%.	Ms. Spadavecchia

Continuity of Learning

Continuity of Learning			
- Ensuring the continuity of learning is critically important during this time of great stress for families, educators, and students.			
Moonachie School District Response Plan			
Focus Area	Issue	Solution	Person Responsible
1	Ensuring Delivery of Special Education and Related Services to Students with Disabilities	MSD will continue to follow guidelines from the state in accordance with Federal Individuals with Disabilities Education Act (IDEA) and the New Jersey State special education regulations. The IEP Team will perform all re-evaluations in a timely manner. The IEP team will ensure goals and objectives are appropriate for student growth during Phase 1. MSD and CST will continue to communicate the procedures for student referrals and evaluations.	Mr. Knipper Ms. Raguseo
2	Technology and Connectivity	<p>MSD will ensure all students have a device and internet connectivity. Families that need a device or internet connection will contact the school as they did during Spring 2020 and it will be provided for them.</p> <p>MSD will evaluate district bandwidth within the building and adjust as necessary.</p> <p>The MSD is currently analyzing our ability to expand our BYOD program to help limit the possibility of sharing of devices for in-person students.</p> <p>Director of Technology will continue to monitor and support all staff issued devices as well as staff issued email addresses.</p>	Mr. Knipper Director of Technology Technology Team

		Technology team will provide how-to videos to families and staff to navigate through Google Classroom, Google Meets, and other Remote learning platforms.	
3	Curriculum	MSD will follow the existing curriculum and take into account any critical gaps that may inhibit a student from meeting grade level NJSLs. Grade level teachers will collaborate to identify ways to structure the curriculum to account for loss of learning.	Director of Curriculum Teachers
4	Instruction	Teachers will deliver equitable instruction and prepare for student interaction with students that are both in class and learning remotely. Teachers will ensure instruction leads to student engagement and ownership of learning during instruction and after.	Director of Curriculum Teachers
5	Assessments	MSD will administer STAR benchmark assessments for both in-person and remote learners at the beginning of the year to identify gaps. Teachers and administration will review results in biweekly data meetings and use such data to drive instruction. Teachers will continue to use formative and summative assessments after instruction or instructional units.	Director of Curriculum Teachers
6	Professional Development - Instruction	MSD will follow the Professional Development plan in place with best practice coaches for ELA, Math, Science and Special Education.	Director of Curriculum Teachers
7	Professional Learning - SEL	Professional Development on Social Emotional Learning will be offered to all staff members. The PD will help build relationships and integrate SEL into in-person and distance learning, create equitable learning environments, identify signs of trauma and mental health concerns, and support	Ms. Raguseo Teachers

		grieving students.	
8	Professional Learning - Safety & Hygiene	The MSD will offer comprehensive training for all staff and teachers. Additionally, we will provide instructional videos for families to use at home.	Nurse Gallo
9	Teacher Mentoring and Induction	MSD will follow previous years mentoring and induction process/practices while taking into consideration the fully remote and in class learning environment. All teachers will receive mentoring and guidance while working in a remote environment.	Director of Curriculum Teachers
10	Staff Evaluation	The MSD will adhere to all staff evaluation requirements set forth by the Department of Education.	Mr. Knipper
11	Career and Technical Education	Not Applicable to MSD	