

MOONACHIE PUBLIC SCHOOLS

COVID-19 Emergency Outbreak Response

Home Instruction Preparedness
Pandemic School Closure Plan

MOONACHIE PUBLIC SCHOOL

20 West Park Street

Moonachie, NJ

Phone: (201) 641-5833

Website

***Moonachie School District
Coronavirus/COVID19/Health Related Closure Plan
Preschool - 8th Grade***

In response to the closing of the Moonachie School District:

NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public-health related closure, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Below are the schedules of each grade level. Teachers will be present in the building and actively logged into three distinct platforms, based on grade level: REMIND, ClassDojo, and Google Classroom. Students and families will use these platforms to engage with teachers, respond to questions, provide instruction, check on work progress/completion, and provide parents with instructional support & guidance. As we progress through this crisis, we will be exploring additional online learning opportunities through synchronous and asynchronous best practices.

Essential Personnel

Business Office - 2

- Business Administrator & Assistant to the Business Administrator
 - Payroll, Purchasing, Accounts Payable, Facilities and Operations

Central Office - 2

- Superintendent/Principal & Director of Curriculum & Instruction
 - Monitor Instruction, Supervise Teachers, Maintain access and accessibility for all students to engage in the New Jersey Student

Learning standards, Address Family Concerns, Maintain Authority Over All Operations and Crisis Management Plans.

Administrative Assistant - 3

- Copy Student Work Packets, Manage parent phone call concerns, Communicate with staff and families as directed by Administration, Other Duties as directed by Administration

Custodial Facilities - 2

- Take measures to minimize the risk of viral transmission in facility, Follow Disinfecting procedures listed below, Normal Janitorial Responsibilities

Food Service - 3

- Provide Grab-and-Go Food Services from 9am-11am daily.

Preschool Schedule

Teachers will engage through Class Dojo and Email Sign-In with Parents. Student work packets and age appropriate activities have been sent home.

9:00 - 10:00	ELA: Reading & Writing
10:00 - 10:30	Comprehensive Health & PE
10:30 - 11:00	Science
11:00 - 11:30	Social Studies
11:30 - 12:30	Math
12:30 - 12:50	Art/Music/Spanish
12:50 - 1:00	Wrap up & Dismissal
1:00 - 2:30	Teacher Prep & Lunch

Kindergarten - 5th Grade

Teachers will engage through Class Dojo and Email Sign-In with Parents. Student work packets and grade level standards aligned activities.

9:00 - 10:00	ELA: Reading & Writing
10:00 - 10:30	Comprehensive Health & PE
10:30 - 11:00	Science
11:00 - 11:30	Social Studies
11:30 - 12:30	Math
12:30 - 12:50	Art/Music/Spanish
12:50 - 1:00	Wrap up & Dismissal
1:00 - 2:30	Teacher Prep & Lunch

6th - 8th Grade

Teachers will conduct attendance and check in via Google Classroom & REMIND. Student work packets and age appropriate activities have been sent home.

9:00 - 10:00	ELA: Reading & Writing
10:00 - 10:30	Comprehensive Health & PE
10:30 - 11:00	Science
11:00 - 11:30	Social Studies
11:30 - 12:30	Math
12:30 - 12:50	Art/Music/Spanish
12:50 - 1:00	Wrap up & Dismissal
1:00 - 2:30	Teacher Prep & Lunch

1. Preschool through 8th Grade students will be required to complete content area packets to be sent home for daily instruction. At these grade levels, instruction will be remotely monitored via the use of online platforms to track targeted interventions, the Remind app for group discussions, phone calls directly with students, Class DOJO, and email exchanges. Additionally, supplemental online program logins and passwords will be communicated to families, such as IXL, Lexia, Razkids, and Rocket Math.
2. Teachers are required to submit lesson plans through OnCourse, our online platform.
3. Personalized instruction includes ESL/ELL, Special Education, At-Risk, On-Grade Level and Gifted and Talented students. ESL and Special Education teachers have developed schedules to conduct remote instruction for their students.
4. Use of Google Classroom for the following reasons:
 - a. Doc Sign-in/Discussion for attendance purposes
 - b. Slides- Interactive Presentation
 - c. Collaborative project/research based assignments
 - d. Flipped classroom videos
 - e. Forms - Assessment
 - f. Articles/Worksheets
 - g. Google Classroom Question - digital discussion forum
5. Web-Based Applications: IXL/Quizlet/Reading A-Z/ Khan Academy/ Newsela, Readworks.com, Story Online.com, XtraMath.com etc.
 - a. Skill based
 - b. Accountable - time spent on programs/data
 - c. Individualized instruction
 - d. Ease of tracking data and progress monitoring

6. Cycles/Specials: Students will be provided with alternate assignments that can be completed at home, as though a student is on home instruction. Simple hands on projects will be incorporated as well.
7. Special Education Students:
 - a. Collaborative Class - Co-teachers will plan, grade, monitor and co-teaching classes effectively together.
 - b. MD Program - Teacher will communicate directly with parent/guardian for instructions.
 - c. Related services such as OT/PT/Speech will be provided. Communication boards and other low tech devices will be made available to parents. Students have received activities to perform at home. All sessions missed during closure will be made-up upon returning to school.
 - d. Non-instructional staff will perform the following duties:
 - i. Nurse - Answer parental/teacher questions. Contact the Dept of Health for guidance when situations arise and communicate with administration.
 - ii. CST Members - Monitor students IEP's, attendance, grades and emails; work on reports and documentations, respond to parent emails; meeting requests/rescheduling of IEPs.
8. Secretarial and clerical assistants should be constant communication with their immediate supervisor. Teachers assistants will perform duties as assigned. Custodial staff will be under the direction of the Maintenance Coordinator & School Business Administrator.
9. Payroll: Moonachie School Business Administrator, will be responsible for keeping payroll running. If needed, the district payroll clerk can complete this task remotely.
10. Moonachie School works closely with the Mayor & Council, Office of Emergency Management Team as well as the Moonachie Police Department. The Superintendent will continue to be debriefed on updates from the CDC and Bergen County Department of Health Services. The district also works in conjunction with the South Bergen Jointure Commission.

Food Service

Moonachie administration has entered an agreement with our food service provider, Moonachie Police Department, WoodRidge School District, and the Rotary Club to provide grab-and-go lunches daily for all students of Moonachie, including our sending High School Students currently attending WoodRidge High School or other out of district placements. We will have a drive-through model conducted from 9-11am for families to pick up the lunches. Additionally, we have expanded our partnership with the Rotary Club and the Center for Food Action to provide additional snack packs to our families throughout this crisis.

Increased Disinfecting Practices & Cleaning

Mornings

1. Wipe down handrails and door knobs using water bleach mix.
2. Spray bathrooms with disinfectant
3. Clean glass on all doors using glass cleaner with bleach

Afternoons

1. Lunch tables are cleaned with bleach water before and after each lunch session
2. Clean kitchen at the end of each lunch day. Spray garbage cans with Disinfectant. Wipe down tables and appliances with bleach water spray.

Evenings

1. Wipe down handrails and door knobs with water bleach mix.
2. Clean and spray bathrooms with spray disinfectant.
3. Clean glass on all doors using glass cleaner with bleach.
4. Clean classrooms and disinfect. Wipe down all the desks and chairs using disinfectant spray.
5. Clean gym wall mats using a bleach water mix spray.
6. Clean cubbies and storage spaces using a water bleach mix.
7. Clean laptops, smartboards, chrome books and iPads with non-alcohol wipes.