Moonachie School District Remote Instruction Emergency Plan 2025-2026

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Moonachie School District
Remote Instruction Emergency Plan
2025-2026

Moonachie Emergency Response Team

James Knipper, Superintendent/Principal
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Dana Genatt, Director of Curriculum & Instruction/Assistant Principal/ Homeless Liaison
Natasha Dillon, Director of Special Services
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Matthew Vaccaro, Moonachie Board of Education Trustee
Jason Selle, Moonachie Education Association President
Greg Keelen, Teacher
Lucrezia Maurin, Food Service Coordinator & Attendance Officer

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. In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education. This plan would be implemented during an LEA closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public healthrelated closure

Activation of Full Remote Learning

1) The final decision to go Fully Remote, as a strategy to limit transmission within our community, will be made in consultation and by recommendation of the Bergen County Department of Health. School Administration, the Nursing

Department, and the Board of Education will collaborate on the activation of Fully Remote Instruction following a Recommendation from BCDOH.

2) Utilizing the Community Notification System, a broadcast will be sent to all families and staff in both English and Spanish. Our system allows for confirmation of receipt, which will provide the Administration invaluable data to ensure every member of our school community receives timely and accurate information, procedures, and protocols.
3) We will then proceed with the Action Plan and timelines, as defined below.

Access To Technology & Broadband

As a 1-to-1 School District, students in need of devices at home to complete Remote Instruction will either:

a) Take their device home from school the day before Remote Instruction is set to begin, OR:
b) Be available for pick up at the school at the family's earliest convenience.
    i) All Preventative Measures/Protocols will be in effect while distributing devices, including: Outside distribution, Social Distancing, Face Coverings, Sanitation

The District retains Internet Hot Spots to distribute to families who lack broadband.

Delivery of Virtual & Remote Instruction

The Moonachie School District will follow the same Learning Plans and Schedules for Pre-K-8 remotely as we do when we are LIVE. Classes have already created and signed students into Google Classrooms, Google Meets, & SeeSaw Accounts, in anticipation of a possible switch to Remote Learning.

Other Key Points and Reminders:

1) Remote Teachers have full autonomy on scheduling Screen Breaks, Brain Breaks, & ASynchronous Assignments within the confines of their normal instructional day.
2) Breakout sessions will be conducted as instructionally appropriate.
3) Instruction will be remotely monitored via the use of online platforms to track targeted interventions: IXL, RAZKIDS, SAVAAS Student Platform, Google Classroom & Docs, Reading A-Z, SeeSaw, & LanSchool Remote Tracking.
4) ESL & Special Education students will receive their normal push-in services or small group sessions, as needed, during their regularly scheduled times, to ensure continuity of instruction.

5) The District will provide a Technical Assistance hotline, should students or staff experience Technical Difficulties and require support.
6) Should confusion arise, parents & students have access to their daily schedule & assignments through the Realtime Parent Portal.
7) Teaching staff will receive a 45 minute lunch break daily
8) Teaching staff will receive a prep based upon their contractual agreement.

The Full Day Schedule is Shared Below:

Period	**Time**	**Time**
Homeroom	8:50 a.m.	8:55 a.m.
Period 1	8:55 a.m.	9:35 a.m.
Period 2	9:35 a.m.	10:15 a.m.
Period 3	10:15 a.m.	10:55 a.m.
Period 4	10:55 a.m.	11:35 a.m.
Period 5A Lunch	11:35 a.m.	12:20 p.m.
Period 5B Lunch	12:20 p.m.	1:05 p.m.
Period 6	1:05 p.m.	1:45 p.m.
Period 7	1:45 p.m.	2:25 p.m.
Period 8	2:25 p.m.	3:05 p.m.
Dismissal Period	3:05 p.m.	3:15 p.m

Student Attendance

Attendance will be recorded and posted by the classroom teachers, as per our normal policy, procedures, and system. To be present, students must log-in to the Google Meet during the Homeroom Period and subsequent instructional classes.

Students who log-in late will be changed in the system as 'tardy'.

Students must be logged in for all required Google Meets, as determined by the teacher.

Parents will receive notifications for absences and tardies.

Middle School Teachers will take attendance at each class period. Parents will be informed via Realtime Notification System if their student is not present on Google Meets for each individual class.

The Attendance Officer will communicate with families, under our normal procedures for excessive absences, for students who are continuously absent from Remote Instruction. Students with excessive absences are followed up and monitored by case managers or the school Attendance Officer. The district's attendance officer will also be utilized to conduct wellness checks on families of students who are absent or unresponsive for 5 consecutive days or more.

Students With Disabilities

The delivery of instruction for students with disabilities will be similar as their general education counterparts with the appropriate modifications as determined by their Individualized Education Plan. Special Education teachers, who provide in-class support and pull-out options, will remain on their normal schedule within the Google Meet and Breakout Rooms, when needed. Paraprofessionals will continue to be utilized in the Google Meet as well to provide 1-on-1 support for Students with Disabilities, when needed. For students who require behavior support, the district's Behavior Support Team will continue to monitor progress, collect Check-in Check-out data, and provide virtual token boards, visual schedules, and incentives, when appropriate. Just as when we are Live Learning, Special Education teachers are expected to modify grade level work, as determined by a student's IEP. Finally, Case Managers will be the point of contact for families to ensure services are implemented in accordance with IEPs to the

greatest extent possible. Case Managers will make positive contact with each Special Needs family through the duration of any Remote Learning situation.

IEP meetings, evaluations, and other meetings to identify, evaluate and/or reevaluate students with disabilities will be conducted in accordance with all Laws & Regulations. Case Managers will communicate directly with all stakeholders, including the family, to make decisions on holding virtual meetings and/or evaluations. In most cases, these meetings can occur virtually, live and outdoors, or scheduled following the emergency remote instruction period has concluded.

English Language Learners

English Language Learners will receive the similar delivery of instruction as their General Education counterparts. All scheduled ESL classes and individual groups will continue to meet, according to their normal schedule, via Google Meet. Session Notes will be utilized to track performance, attendance, and to memorialize the sessions.

Translation services will be provided for families through the use of existing school personnel. All published and distributed documents will continue to be translated. Our ESL teachers will continue to provide instructional supports to all General Education teachers in appropriate alternative methods of instruction. We will ensure that all ELL students have equal access to technology and strategies as their non-ELL peers.

The Professional Development model for the Moonachie School District, through our on-going model, provides best instructional strategies for culturally responsive teaching, socio-economic learning, and trauma informed instruction. Should the need arise during Remote Instruction for a refreshment session of this information and/or new instructional strategies, in response to a specific situation involving an ELL student and/or migrant student, the Moonachie School District will respond accordingly to provide every teacher and student a successful and equitable Remote Learning Experience.

Related Services

All related services will be implemented virtually and tracked through the use of the Google platform. On a daily basis, as scheduled, related service providers such as: speech, occupational therapist, physical therapist, and counselors will be required to document session notes. Session notes will contain data in regards to what was targeted and difficulties or gains that were made. Session notes will also be used to

memorialize parent contact and communication. All therapies will be provided through teletherapy and telehealth sessions.

Academic Intervention Groups

Tier 2 and Tier 3 RTI Academic Intervention groups will continue to be implemented virtually, just as they would during Live Instruction. Groups will meet via Google Meet. Session notes will be taken on what skills were worked on. The Session Notes will also be used to memorialize and track the group session/attendance/engagement.

Measuring Student Growth

Teachers will continue to measure student learning and growth through a variety of Assessment tools. Through Google Meets, Google Classroom, Google forms, SAAVAS Online Platform, IXL, Renaissance STAR, Lexia, Remote Break Out Sessions, and Remote Tutoring Sessions, there are a variety of ways for students to demonstrate and teachers to measure growth/learning.

Lesson Plans

Teachers will continue to submit lesson plans through Realtime on their normal required submission timelines.

Teacher plans will continue to be checked by the Director of Curriculum & Instruction and accessible, for modification purposes, by the Special Education Co-Teachers.

PLC & Morning Tutoring

From 8:15am-8:50am, teachers will continue to have PLC Planning Meetings, Data Meetings, I&RS Meetings, IEP Meetings, and Small Group Tutoring Sessions. Daily assignments and expectations are predetermined and published, regardless if in a Live or Virtual setting.

Food Service Program

Upon Initiation of Remote Instruction, Our Food Service Program will continue uninterrupted through our Food Service Provider: Pomptonian.

Daily Meal Pick up for both Lunch (day of) and breakfast (next day) will be available from the hours of 11:00am-12:30pm at three locations:

1) Robert L. Craig School
2) Metropolitan Mobile Home Center
3) Vanguard Mobile Home Center

We will utilize district personnel to deliver and track distribution of Breakfast and Lunch to our students.

All Distribution will occur outdoors, socially distant, and with face coverings.

After School & Accelerated Learning Programming

After school clubs will continue through the virtual setting.

After school tutoring and Saturday School tutoring will continue through the virtual setting.

The District's Accelerated Learning program, After School Academy, will continue to operate virtually, from 3:15-4:30.

Through our Partnership with our After School Program, 21st Century Meadowlands YMCA, students signed up will continue to receive virtual homework help and tutoring after school.

Social and Emotional Health of Staff & Student

The Moonachie School District will continue to offer all individual counseling and group therapies as normally scheduled. Teachers, Administration, and CST will continue to virtually monitor student emotional well-being and refer students who may need services. Staff will continue to collaborate and implement virtual mental health sessions. Additionally, our partnership with a variety of Bergen family services will allow us to reach more families/students/staff that are in need of supports.

Facilities Operation

During an extended period of closure, Essential Personnel (see below) will be required to report to the building. These members include: Administration and Facilities Personnel. Custodial and facilities staff will maintain the building through the closure period, supervised by a member of the administrative team. During extended closure, all reporting Essential Personnel will adhere to health and safety procedures recommended by the NJDOH & CDC, including but not limited to: monitoring for

symptoms, increased personal hygiene/sanitation, temperature checks, social distancing, mask wearing, and test-to-stay procedures, if recommended.

Essential Personnel

Below are the list and titles of each Essential Employee. If the Moonachie School District were to transition to Emergency Remote Learning, this list will be provided directly the NJDOE Bergen County Office.

Superintendent/Principal – James Knipper
Business Administrator – Laurel Spadavecchia
Director of Curriculum & Instruction – Dana Genatt
Supervisor of Special Services – Natasha Dillon
Administrative Assistants – Debra Weigelt, Melanie Voccaturo, Linda Esposito
Assistant to the Business Administrator – Sandy Diaz
Technology Coordinator – Jason Diaz
Translative Services – Gilma Mejia
Food Services Coordinator & Attendance Officer – Lucrezia Maurin
Custodial Staff: Ryan Jones, Rafale Accetta, Randall Rueger

All Other Operational Items Not Listed

During Full Remote Instruction, any operational or instructional items not specifically delineated above will be fully operational, unchanged.