

**APPROVED**

# Classical Academy Charter School of Clifton



## Remote Instructional Plan 2025-2026

## Essential Personnel/Public Health Response Plan Team

Role	Duties
<b>Lead Person</b>	<ul style="list-style-type: none"><li>• All operations and communications</li><li>• Health Officer coordination</li><li>• NJDOE information flow</li><li>• Information sharing with Clifton Superintendent</li><li>• OEM Support</li><li>• Design, implement and supervise the instructional plan</li><li>• Operational management of education programming</li><li>• Management of instructional deployment strategy</li><li>• Technology</li><li>• County coordination and information flow</li><li>• Teacher monitoring</li><li>• Manage food service in-house</li><li>• Transportation</li><li>• Manage nurse</li></ul>
<b>Supervisor</b>	<ul style="list-style-type: none"><li>• Ensure all instruction is delivered</li><li>• Ensure all curricula is delivered to students</li><li>• Ensure accurate attendance is taken for classes and all attendance policies are followed</li><li>• Ensure attendance issues are addressed with families and students attend all required classes as per our attendance policy</li><li>• All formal and informal assessments are provided to students</li><li>• All teachers are observed and evaluated as per their contract</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure all English as a Second Language and/or bilingual Learners' needs are met as per State and Federal requirements.</li> <li>• Ensure the LEA communicates with families of ELLs providing translation materials, interpretative services, and literacy level appropriate information</li> <li>• Ensure teachers provide alternate methods of instruction, including differentiation, sheltered instruction, and Universal Design for Learning and strategies to ensure equity for ELLs</li> <li>• Ensure training is provided for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning; including trauma-informed teaching for students affected by forced migration from their home country</li> <li>• Implement and manage: <ul style="list-style-type: none"> <li>a. Accelerated learning opportunities</li> <li>b. Social and emotional health of staff and students</li> <li>c. Title I Extended Learning Programs</li> <li>d. 21st Century Community Learning Center Programs</li> <li>e. Credit recovery</li> <li>f. Transportation</li> <li>g. Extra-curricular programs</li> <li>h. Childcare</li> <li>i. Community programming</li> </ul> </li> </ul>
<b>School Business Administrator/Board Secretary</b>	<ul style="list-style-type: none"> <li>• Determine meal distribution</li> <li>• Manage food service provider</li> <li>• Business operations</li> <li>• Budget</li> </ul>
<b>School Social Worker</b>	<ul style="list-style-type: none"> <li>• Special Education compliance</li> </ul>

	<ul style="list-style-type: none"> <li>• Special Education programming</li> <li>• Special services coordination and modification</li> <li>• Manage CST</li> <li>• Manage I&amp;RS Team</li> </ul>
<b>Nurse</b>	<ul style="list-style-type: none"> <li>• Educate staff, students, parents proper hygiene</li> <li>• Coordinating reports to Clifton DOH</li> <li>• Coordinate reports of any suspected or confirmed COVID-19 cases to Clifton DOH.</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>• Teach as per their contract</li> <li>• Report to school when needed</li> </ul>
<b>Confidential Secretary</b>	<ul style="list-style-type: none"> <li>• Complete assigned work</li> <li>• Report to school when needed</li> </ul>
<b>Board of Trustees President</b>	<ul style="list-style-type: none"> <li>• Communicate with Lead Person</li> </ul>

### **Instructional Plan**

#### **Instruction:**

- Students and teachers will start and end their day at their regular time.
  - 7:50 am – 2:45 pm
- Students and teachers will follow their in-person schedule.
- Students will use their district issued Chromebook to receive instruction and communication from their teachers via Google Meet.
- Teachers will utilize Google Classroom as the platform for posting assignments and communicating with students and families.
- Support services teachers utilize their own Google Classroom and Google Meet sessions to service students.

#### **Internet Access**

- Students in need of internet access will be issued an internet hotspot.

#### **Special Education Services:**

##### **Child Study Team Meetings**

- CST related meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.

- Google forms will be used for attendance documentation.
- Evaluations will continue to be conducted in-person as long as safety and health protocols can be followed.

#### Instruction

- In-Class Support
  - Paraprofessionals and aides will follow the instructional plan for general education students.

#### **Delivery of Services:**

- Speech-Language Services, Counseling and Social Skills
  - Lessons, activities, and related materials can be posted through Google Classrooms.
  - Teletherapy to be provided to the greatest extent possible for all sessions.
- Paraprofessionals
  - As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, and provide organizational and behavioral support.
- Home Instruction
  - Students on home instruction will be included in their Google Classrooms as per their school schedule
  - Home instruction will be discontinued during remote learning where Feasible.
  - Owed home instruction hours will continue to be delivered after school hours.

#### **Nurse**

- Track staff illness during closure and report to local health department
- Monitor NJDOH, CDC, WHO guidelines regarding COVID 19
- Assist community wide efforts to support families in need at this time.

#### School Social Worker

- Monitoring student attendance and engagement
- Counselors following up with families
- Providing strategy based tools for students they can work on at home
- SACs and counselors reaching out to students regularly
- Maintaining contact logs

***Virtual Resources/Strategies/Presentations shared out via email and posted on website***



## Local Education Agency Guidance for Virtual or Remote Instruction Plan

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

### LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

---

School Year:

#### Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Phone Number of Contact:

---

#### Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?			
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.			
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?			
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?			

#### Notes on Equitable Access to Instruction



### Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?			
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?			
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?			
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?			

### Notes on Special Education Needs





### Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?			
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?			
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?			
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?			

### Notes on Supporting ELL Educational Needs



### Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?			
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?			

### Notes on Attendance Plan

### Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?			

### Notes on Safe Delivery of Meals



## Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?			

## Notes on the Facilities Plan Other

## Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities			
b. Social and emotional health of staff and students			
c. Title I Extended Learning Programs			
d. 21 <sup>st</sup> Century Community Learning Center Programs			
e. Credit recovery			
f. Other extended student learning opportunities			
g. Transportation			
h. Extra-curricular programs			
i. Childcare			
j. Community programming			

## Notes on Other Considerations



### APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts?    Yes        No

### Notes on APSSD Sharing Plans

### Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.			

### Notes on Essential Employees

### Board Approval

Date of board approval (mm/dd/yyyy):

### Notes on Board Approval

### Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website?    Yes        No

2. Link to website:

**Facilities:**

Facilities will continue to be maintained by the custodian throughout the closure time in preparation for staff and student return.

All scheduled maintenance and upkeep will continue as usual.

**Meal Service Plan**

In order to continue meal service for students during such a period we have developed the following plan in association with the district's Food Service Management Company:

**Preparing Meals:**

Meals prepared offsite and delivered to the school building

**Meal Distribution:**

Schools closing would be meant to avoid large gatherings and concentrations of people in crowds that could increase the number of people exposed to the COVID-19 Virus, as such:

- Distribution site: Classical Academy Charter School Building
- Pick up at rear door in parking lot, for students to pick up a grab-and-go meal
- Distribution will begin: first day of school closure
- Distribution will end: last day of school closure
- Distribution times: between 10am – 11am
- Meals to be claimed per day: 2 (breakfast and lunch)

**Classical Academy's Board of Trustees Official Resolution**

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
1255 Main Avenue  
Clifton, New Jersey 07013**

**Date of Board Meeting: June 24, 2025**

**Subject of Resolution: 2025-2026 Virtual Learning Plan**


Motion by Ms. Janet Spiwak, seconded by Ms. Linda Buonaro, and carried by the voice votes of Oral Bullen, Eyad Asmar, Adrienne Austin, Linda Buonaro, Casandra Estrada, Kenya Greene, and Janet Spiwak, Mario Santos to approve the Resolution 4.0.

4.0 Approve the submission of the 2025-2026 Virtual Learning Plan.

**Roll Call Vote Resolution 4.0**

Voting Members	Motion	Aye	Nay	Voting Members	Motion	Aye	Nay	Absent
Oral Bullen		X		Kenya Greene		X		
Eyad Asmar		X		Hilda Nuesi				X
Adrienne Austin		X		Mario Santos		X		
Linda Buonaro	2	X		Janet Spiwak	1	X		
Casandra Estrada		X						

I, Bernadette Pinto, Secretary of the Board of Classical Academy Charter School of Clifton, in the County of Passaic, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Board, fully called and held on Tuesday, June 24, 2025 has been compared by me with the original minutes as officially recorded in my office in the minute book of said Classical Academy Charter School of Clifton, original minutes so far as the same related to the subject matter referred to in said extract, in witness I have hereunto set my hand on this 25th of June 2025.

Signature: 

Date: 7/7/2025