

Classical Academy Charter School of Clifton



Remote Instructional Plan 2025-2026

Essential Personnel/Public Health Response Plan Team

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

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

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

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

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)