

# Classical Academy Charter School of Clifton



## Remote Instructional Plan 2024-2025

## Essential Personnel/Public Health Response Plan Team

Role	Duties
<p><b>Lead Person</b></p>	<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>
<p><b>Supervisor</b></p>	<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>
<p><b>School Business Administrator/Board Secretary</b></p>	<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>
<p><b>School Social Worker</b></p>	<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***

**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)