The Titusville Academy Contingency Online Home Instruction Plan

Whereas, the Board of Trustees and general administration of The Titusville Academy (22-8316-001) located at 86 River Drive, Titusville NJ 08560 wish to develop a school health-related closure preparedness plan related to concerns of the spread of the COVID-19 Coronavirus thereby limiting the transmission within the community; and

Whereas, the Board of Trustees and general administration wish to to be thoroughly prepared to implement a Contingency Online Home Instruction Plan to utilize home instruction to provide instructional services to its 84 enrolled students eligible for special education services; and

Whereas, the Board of Trustees and general administration wish to submit the the State of NJ, Department of Eduction, Mercer County Office of Education a Contingency Online Home Instruction Plan that meets the standard defined as *any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in the NJ Department of Education broadcast memo "Guidance Regarding Requirements for Public Health-Related School Closure" dated March 5th, 2020, 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.*

Therefore, in accordance with the terms of said guidance, The Titusville Academy has developed the following plan with regard to the mandated health-related closure:

The Montgomery Township Health Department, Chief Health Officer, Stephanie Carey providing shared health services to residents & the business communities of Hopewell Township, Hopewell Boro & Pennington Boro under a shared municipal services agreement was emailed by the school Executive Director on Saturday, March 14, 2020 and is aware of the closing of The Titusville Academy for all students from Tuesday, March 17, 2020 through March 27, 2020 (received on 3/16/2020-CHO advise notice).

CONTINGENCY PLAN:
1. On Saturday, March 14, 2020, all student families, guardians & group home managers & student transportation departments & were notified of the March 17, 2020 – March 27, 2020 health-related school closure via our One Call Now emergency call system used for weather related & emergency school closures. School closure notifications shall be posted on the school website and Facebook page.

2. On Monday, March 16, 2020, all students & staff shall be sent home with their school assigned HP Chromebook; parents/guardians shall be responsible for the safe return of the Chromebook when school reopens.

3. Instructional lessons & related service plans developed for the remote learning sessions, to the best extent possible, are consistent with each student Individualized Education Plan Program. TTA staff has spoken to parents to support and help them consider how best to confirm they or their student can contact TTA for any necessary supports, including student health supports in place during our health-related school closure.

4. All students shall have access to the provided appropriate grade level instructional lessons that have been placed on the school's Google classroom by the certified instructor. The lesson plans developed include age-appropriate strategies and materials to meet the needs of all grade level students.

5. TTA has confirmed that 7 middle school & high school students who do not have Internet access shall be provided with print out lesson packets for students to complete. These packets shall be sent home with students on Monday, March 16, 2020.

6. All students who have Internet access shall be required to login daily and complete the assigned Google classroom lessons for the day and work for no less than 4 hours each school day Monday – Friday beginning Tuesday, March 17, 2020 through Friday, March 27, 2020.

submitted by: Deborah R. Zerbib, Executive Director
March 15, 2020
update: 3/16/2020 - receipt of chief health officer advise to close

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7. TTA instructional & support staff shall be available through Google Classroom from 9 a.m. to 1 p.m. to answer student questions and assist students with completing the assigned lesson each school day Monday – Friday beginning Tuesday, March 17, 2020 - Friday, March 27, 2020.

8. TTA has 74 students eligible for free and reduced breakfast and lunch; 7 students are not eligible. Parents & guardians have been advised of their student's district of residence local resources for the daily provision of breakfast and lunch at the following school locations (see attached data):

a. **Trenton Public Schools & Foundations Academy Charter (62 students):**

1. Martin Luther King Elementary School
   MLK, Columbus, Rivera, 9th Grade Academy, Monument, and Daylight/Twilight
2. Kilmer K-8
   Kilmer, Gregory, and Trenton Restorative Academy
3. Trenton Central High School
   TCHS Main, Hedgepeth, Washington, PJ Hill, Wilson, Grant, Robbins
4. Mott Elementary School
   Mott, Franklin, Dunn, Parker, Harrison

b. **The Ewing Public Schools (2 students):**

Packaged food in accordance with government standards for eligible students will be available for pickup at each of the districts 7 school locations.

c. **Ewing Township & Hopewell Township Group Homes (5 students):**

Group home staff shall provide breakfast & lunch to its court assigned residents

d. **Bordentown Reg. (1s), E. Windsor Reg. (2s), Lawrence Twp. (1s) & Princeton Public (1s) (5 students):**

Parents and guardians have been advised to reach out to their child's public LEA case manager for information on local resources for breakfast and lunch. Under the supervision of the certified school nurse TTA has and will provide packaged food in accordance with government standards to any of the above 5 students whose parents request assistance on Monday, March 16, 2020.

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