



## **The Titusville Academy Remote Instruction Program 2023-2024**

**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 be thoroughly prepared to implement a Remote Instruction Program 2023-2024 (the 'Plan') to utilize home instruction to provide instructional services to its currently enrolled students eligible for special education services in the event of declared emergencies resulting in a school-wide closure; and

**Whereas**, this Plan would be implemented during a school-wide 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 health-related closure; and

**Whereas**, the Board of Trustees and general administration wish to submit to the State of NJ, Department of Education, Mercer County Office of Education a 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 P.L.2020, c27.

**Whereas**, the Plan shall meet, to the greatest extent possible, the guidance in the NJ Department of Education broadcast memo "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2023-2024 School Year" dated July 12, 2023, and in accordance with N.J.S.A. 18A:7F-9 and shall count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement and is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

**Therefore**, in accordance with the terms of said guidance, The Titusville Academy has developed the following Remote Instruction Program 2023-2024 with regard to preparedness for mandated health-related closures.

### **REMOTE INSTRUCTION PROGRAM 2023-2024**

1. All student families, guardians & group home managers & student transportation departments shall be notified of the required health-related school closure via the 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. All students & staff shall be sent home with their school assigned Acer 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 greatest extent possible, are consistent with each student Individualized Education Plan Program. Staff shall communicate with parents to support and help them consider how best to confirm that they or their student may contact TTA for any necessary support, including student health support in place during a health-related school closure.
4. **Equitable Access:** TTA has confirmed 2 lower school, 1 middle school & 2 high school students who do not have Internet access at home shall be provided with a Verizon mobile hotspot to ensure the school assigned Acer Chromebook will connect to & provide broadband access to Google Meets and Google Classroom & all other platforms necessary to participate in daily remote learning sessions.
5. **Provision of Remote Instruction:** TTA shall, to the greatest extent possible, provide free, appropriate special education and related services to its enrolled students with disabilities age 6 – 21, which shall be provided through electronics communications, virtual, or other platforms as appropriate and as required by the student's individualized education program (IEP), during an extended public-health school closure per N.J.A.C. 6A:14-1.1 (d) 7.



TTA shall, to the greatest extent possible, provide related services including counseling, school nurse services, recreation, social work services, student health services, speech-language & occupational therapy services, as appropriate and as required by the student's individualized education program (IEP), during an extended public-health school closure.

Per N.J.A.C. 6A:14-3.9 (a), related services may be provided through telemedicine and telehealth, or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible. Students shall receive speech services as scheduled using Google Meets. Students receiving OT services shall use Google Meets and Google Classroom assignments.

All students shall have access to the provided appropriate grade level synchronous & asynchronous instructional lessons that shall be provided by a certified instructor and presented through the school's Google Classroom platform. The lesson plans developed include age-appropriate strategies and materials to meet the needs of all grade level students. All lessons presented shall be differentiated to meet, to the greatest extent possible, the needs of each student per their IEP. Differentiation includes but is not limited to:

- teacher made video accompaniment with the instructional lesson for review when working independently
- extended time for completion of assignments
- word banks/ key terms provided
- step-by-step examples of completed work expectations
- guided notes
- closed captioned with video
- alternative assessment formats which include but are not limited to:
  - projects
  - multimedia presentations
  - video response
  - filmed performance submission

Documentation of IEP implementation including the tracking of services is done through the Paradigm Pioneer student data management system as well as shared Google Docs for PLAAFP updating. Continuous measurement of student growth and learning will be done through our iReady assessments and students' independent learning pathway and teacher created lessons and assessments via Google Classroom. Virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities shall be conducted via Google Meets.

## ONLINE ACADEMIC RESOURCES

### **ENGLISH/LANGUAGE ARTS**

#### Grades 1-6:

- McGraw Hill- Reading Wonders
- iReady
- Achieve3000
- Heggarty Phonics
- Epic
- ABCya/Adventure Academy

#### Grades 7-12:

McGraw Hill- Studysync  
iReady  
Achieve3000  
Flocabulary

### **MATHEMATICS**

#### Grades 1-8:

- McGraw Hill- Number Worlds
- iReady
- Prodigy
- Raz Kids

#### Grades 9-12:

McGraw Hill- ALEKS  
iReady  
Prodigy



## **SOCIAL STUDIES**

### Grades 1-6:

- McGraw Hill- Impact Social Studies
- Moby Max
- Achieve3000
- Brain Pop
- Virtual Job Shadow, Jr.
- Flocabulary

### Grades 7-12:

- McGraw Hill- Impact Social Studies
- Moby Max
- Achieve3000
- Brain Pop
- Virtual Job Shadow
- Flocabulary

## **SCIENCE**

### Grades 1-8:

- McGraw Hill- Inspire Science
- Generation Genius
- Moby Max
- Brain Pop

### Grades 9-12:

- Generation Genius
- Moby Max
- Brain Pop

## **WELLNESS – Grades 1-12**

- GoNoodle
- Kids Yoga Adventure
- The Body Coach TV
- Just Dance 2020: Keep Dancing
- YouTube

## **ART – Grades 1 -12**

- Tate Kids
- Easy Doodle
- MCN Guide: virtual museum resources
- Art Projects for Kids
- How To Draw Step by Step
- Art Zoom
- Google Art for Kids
- National Gallery of Art
- Drago Art
- Adventures in Familyhood: virtual field trips
- Google Drawing
- Canvas App for Chrome

## **MUSIC - Grades 1 – 12**

- Chrome Music Lab
- SoundTrap.com
- Incredibox
- Buildingbeats.org

**6. Multilingual Learners (MLLs):** Currently there are no enrolled students with Multilingual Learner (MLL) designations per their IEP.



**7. Safe Delivery of Meals:** 59 students have been identified as eligible for free and reduced breakfast and lunch: 5 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 & shall be provided with a copy of Appendix A: Trenton Area Free Food Resources

a. Trenton Public Schools:

1. Martin Luther King Elementary School  
MLK, Columbus, Rivera, 9th Grade Academy, Monument, and Daylight/Twilight
2. Kilmer K-8  
Kilmer & Gregory
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:

Packaged food in accordance with government standards for eligible students will be available for pickup at designated sites provided by the district's 7 school locations.

c. Ewing Township & Hopewell Township Group Homes:

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

d. Lawrence Twp. Schools, West Windsor Plainsboro Regional School District :

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.

**8. Length of Remote Day:** TTA instructional & support services staff shall be available through Google Classroom from 8 a.m. to 12:15 p.m. to instruct and assist students with the completion of daily lessons Monday – Friday and shall adhere to the 4-hour instructional schedule for remote learning.

Period 1: 8:00 a.m. - 9:00 a.m.

Break: 9:00 a.m. - 9:05 a.m.

Period 2: 9:05 a.m. - 10:05 a.m.

Break: 10:05 a.m. - 10:10 a.m.

Period 3: 10:10 a.m. - 11:10 a.m.

Break: 11:10 a.m. - 11:15 a.m.

Period 4: 11:15 a.m. - 12:15 p.m.

**9. Attendance:** All students shall be required to login daily, actively participate and complete synchronous and asynchronous assigned Google Classroom lessons for the day and work for no less than 4 hours each school day Monday – Friday.

- Student record of daily attendance is determined by their daily login to the Google Classroom and completion of the daily assignments as reported through GoGuardian.
- Parents/guardians of students who fail to login or appropriately complete assignments shall receive a telephone call from their assigned counselor advising the parent/guardian of the student's failure to meet the remote instruction program expectations for attendance and assignment completion.



- TTA Student Attendance Policy and Procedures: parents/guardians of students that receive 5 unexcused absences receive written notification with a copy sent to the sending district's case manager. Students that receive 13 unexcused absences within a single marking period are sent a "Danger of Failing Due to Absence" notification with a copy sent to the sending district's case manager.

**10. Facilities Plan:** The building shall be maintained throughout the public health-related closure outlined as follows:

- Disinfect building as per CDC guideline for school building
- Disinfect school vehicles
- Provide daily maintenance of boiler and other HVAC systems
- Provide daily maintenance of very small public water system as per the Department of Environmental Protection, Safe Drinking Water regulations
- Perform other related duties to ensure building is readily available for its intended purpose as per CDC & OSPEP guidance

**11. Other Considerations:**

- **Summer Programming:** Department of Education approved Extended School Year (ESY) services are not provided by the school.
- **Social and Emotional Health of Staff and Students:** Staff will have monthly meetings with administration to check in. Additionally, all staff have access to TTA's Educator' Employee Assistance Program or EAP. They are offered many benefits that include but are not limited to; Mindfulness, Emotional Wellbeing, Loss & Grief, and Stress, Anger, Anxiety and Depression. Elementary students will continue their Morning Meetings and SEL learning as a class. The middle and school staff will continue to incorporate Casel's Welcoming/Inclusion Activities, Engaging Strategies, Brain Breaks and Optimistic Closures in their daily lessons. All students, as per each I.E.P. requirement, will have weekly counseling sessions with their counselors.

**12. Essential Personnel:**

**1. Certified Teachers:**

- Review student instructional guides to ensure lessons are developed and aligned, to the greatest extent possible, with students' I.E.P.
- Develop & provide lessons for assigned students via Google classroom, assign other student educational activities, using online academic resources (see list by grade level included)
- Available 4 hours per day providing instructional and support to students via Google Meet & video chats
- Provide support to parent when requested via parental telephone & email correspondence
- Assess and grade completed digital student assignments
- Maintain grade book

**2. Instructional Paraprofessionals**

- Available 4 hours per day to support certified teacher & students
- Assist certified teacher with online lesson posting & retrieval
- Monitoring student emails & prioritizing help requests for certified teacher
- Support students as directed by certified teacher
- Organizing completed digital student assignments as directed by certified teacher

**3. One to One Personal Aides**

- Available 4 hours per day to provide one to one support to assigned student
- Ensure assigned student is prompted at beginning & end of each lesson transition
- Provide prompts to correct distracted student's behavior
- Support parent when requested
- Provide feedback to certified teacher regarding assigned student's daily challenging behavior
- Record daily events in log for review by counselor assigned to student



#### 4. School Social Workers & Related Services Staff

- Available 4 hours per day to provide guidance & support to struggling parents & guardians
- Provide guidance to school administration & teaching staff regarding students' emotional health
- Shall provide, via teletherapy methods, speech & counseling to students as per the temporary modifications to the SPED regulations 6A:14-1.1 (d)7 and 6A:14-3.9 (a).

#### Other Essential Personnel

Ongoing operation of The Titusville Academy program require the following personnel:

##### 1. General & School Administration & Supervisor

- Executive Director
  - Ensure Plan complies with policies and procedures of Board of Trustees
  - Ensure Plan complies with NJAC 6A:16:-10.1 indicators & communicate to school administrator
  - Provide school administrator with most recent USDOE & NJDOE directives and advise on needed Plan adjustments
  - Maintain general supervision over all aspect of the APSSD, including the fiscal operations and instructional & remote programs
- Principal
  - Prioritize Plan needs: identify key elements & challenges; recommend & organize essential direct services personnel; recommend written plan revisions when applicable; recommend best practices plan to Executive Director
  - Oversee daily operations of APSSD including remote learning program
  - Coordinate daily activities of the essential instructional, support & related services staff
  - Maintain communication with all public-school sending district key decision maker regarding plan
  - Maintain the organization and supervision of all curricular activities and educational services of the school including the provision of remote instruction
  - Meet
- SPED Supervisor
  - Be available 4 hours per day during provision of Plan to provide guidance to school social workers, related services staff, and paraprofessionals
  - Prioritize the remote program needs of the special education teachers, school social workers, related services staff, and paraprofessionals and articulate needs to the school administrator
  - Maintain contact with public school CST case managers
- Curriculum & Instruction Supervisor
  - Be available 4 hours per day during provision of Plan to supervise and coordinate the activities of the certified teaching staff,
  - Prioritize the remote program needs of the certified teaching staff and articulate needs to the school administrator
  - Conduct remote classroom observations and provide the evaluation of the certified teaching staff as requested by the Principal

##### 2. Student Health Services

- Ensure students medication therapy schedules are maintained at home
- Provide school administration with public food pantry listings and locations
- Provide school administrators with real time inventory of breakfast & lunch items available for delivery to students in need (*TTA does not participate in Dept. of Agriculture breakfast & lunch school program. Breakfast & lunch are provided during regular school program to eligible students at no cost to families or public-school sending districts). Provision of food during Plan is on a very limited basis and can only be provided until inventory runs out.*)
- Provide guidance to parents, middle and high school students on how to create electronic or written medication reminder schedules
- Speak with school physician when needed
- Speak with students' home physician when needed



### 3. IT Technician

- Ensure Google Mail, Google Voice, Google Meet, Google Classroom & educational apps are functional & ready for use daily
- Support staff in the implementation of remote instruction
- Provide real time support to students, parents & staff with device issues
- Ensure consistent implementation of remote program applications
- Provide real time response to administration when needed

### 4. Maintenance & Custodial

- Disinfect building as per CDC guideline for school building
- Disinfect school vehicles
- Provide daily maintenance of boiler and other HVAC systems
- Provide daily maintenance of very small public water system as per Safe Drinking Water regulations
- Perform other related duties to ensure building is readily available for its intended purpose

### 5. Assistants: General & School Administration and Attendance and Social Work Services

- Assistants create & maintain the daily duty schedule & remote appointment schedule for each administrator
- Process all incoming calls to remote mobile phone of appropriate administrator
- Sort mail & distribute via scan & email to appropriate administrator
- Continue to gather data from a variety of sources (board agenda for meetings, various reports for committees, budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Attendance & Social Work Services Secretarial staff plan the daily duty schedule for social work and related services staff remote appointment schedule with parents, community-based organizations, probation officers and students outside therapists.
- Maintain the daily student attendance record
- Schedule remote student I.E.P. meetings with CST members whenever applicable
- Produce 5-day student absence letter for CST and parent notification



## Appendix A:



### **Trenton Area Free Food Resources**

(this link below is “live and interactive”)

<https://trentonhealthteam.org/projects/food-resources/>

*Last updated: 7/13/2023*