Emergency Closing Preparedness Plan

Cumberland Regional High School District

2026-2027 School Year

The following were included on the formation of this plan: Board President, Superintendent, Business Administrator, Chief Academic Officer, Principal, and CST Director

If a closure is necessary, the following will be our notification process:

The Superintendent will notify the County Office, Board of Education, Board Office, Principal, Administrative team, and staff. A global call will go out to all students and parents. Our Social Media lead will communicate via social media. All messages will include where to find the closure plan, accessibility of technology equipment, educational handouts, and food services (see below for specifics). All communication will go out to parents in both English and Spanish. Information posted on the District website can be translated into multiple languages to include English and Spanish.

Plan to Continue Equitable Educational Services:

Curriculum and Plans

a. Teachers set up TEAMS for each class during the current semester of school. Given an Emergency Closing, classes will meet via TEAMS. Each block will include the elements of effective instruction [focus activity, statement of objective, presentation of information, student learning activities (ex. Guided practice, Independent Practice), closure, assessment] to provide consistency with an in-person class. Attendance will be taken through student presence and participation in the virtual classroom.
b. At the start of the school year, all students will be assigned a personal device (Chromebook or laptop—depending on need for classes).
c. Teachers will plan for students to access TEAMS and other online applications regularly in class to ensure readiness for an emergency closure. Teachers will also make students access TEAMS and other online applications at home by requiring assignments to ensure student access to Internet prior to an emergency.
d. Students who cannot access the Internet or require additional broadband width at home can request a hotspot from the Cumberland Regional High School Technology department. An assigned device will be registered for the student to use through the current school year. Any issues with connectivity can be addressed by calling the school. The secretary will direct the call to a mailbox to leave a message. The Technology Coordinator will handle concerns by speaking with the person and noting any actions in the Genesis Student Information System.
e. Students will be able to access their lessons and instruction via the teachers' Cumberland Regional High School website via links to TEAMS and other applications.
f. Student work will be returned to the teacher through email or the online delivery platforms.

g. Teachers will grade work and record grades in Genesis, where they can be monitored by students and parents.
h. Teachers will be available through TEAMS for their students following the **Emergency Closing Virtual School Day Schedule**:

Block 1	8:15 am to 9:15 am
Block 2	9:20 am to 10:20 am
Block 3	10:25 am to 11:25 am
Block 4	11:30 am to 12:30 pm
Lunch	12:30 pm to 1:00 pm
Office Hours	1:00 pm to 2:00 pm
Clubs/Activities Meetings	3:00 pm to 4:00 pm

Special Education Services:

a. Teachers will make reasonable accommodations in their plans for students with IEPs and 504 plans.
b. Resource help will be available via teleconference, Zoom, or Microsoft Teams.
c. PT, OT, and speech will offer instructions for exercises and drills that can be done at home. Instructions will include frequency and duration expectations.
d. Counseling and meetings will be conducted over the phone or via Teams.
e. CST staff will be available by phone, email, or Microsoft Teams to address any unforeseen concerns or limitations. Daily check in with students through email/Teams.
f. See section IV below.

Food Services:

a. Cumberland Regional will serve as an open site for anyone 18 years old or under within the Cumberland County school districts.
b. Breakfast and lunch will be available to all students.
c. We will serve breakfast and lunch in the same package.
d. Food Services will prepare the meals the day before they are distributed.
e. Food Services and Administration will operate the grab-and-go process.

Support Services:

a. At the beginning of each school year or upon student registration, each student will be assigned a Chromebook or laptop, depending on class requirements. If registration occurs during the emergency closure, a Chromebook will be available through a scheduled time between the parent and the school. Students who do not have internet

access will be given a hot spot by the district. Students will also have assignments from each class to complete at home to test internet access and broadband width.

b. Teachers are using delivery platforms such as Google Classroom, Kahoot, Classroom Dojo, Remind 101, and Office 365 Work Groups/Teams. They will continue to interact with their classes using those platforms.
c. Many of our classes already use an online learning management system and will continue in the event of a closure. Those systems include CASE, PLTW, Schoology, and Primed LMS, to name a few.
d. Achieve 3000 will be used to continue school-wide Reading remediation.
e. Our ESL/ELL population will have their Chromebook home for the duration of the closure to access translators and other platforms they are currently using. Bilingual support will be available via Teams or over the phone when needed. ESL instructor will be assigned to check in with students throughout the day to offer assistance in any way.

State Assessment:

The district will follow all directives from the NJDOE concerning state assessments.

Other Steps:

a. The district has successfully trained all staff who teach ELL's in Sheltered Instruction Observation Protocol through Stockton University.
b. CRHSD staff have had extensive training on Socio-emotional learning and Trauma informed teaching through our Healing Centered Engagement grant with NJPSA/FEA.
c. IEP meetings and Counseling are being offered via TEAMS.
d. Board of Education monthly meetings will be held via teleconferencing. Information for public access will be published, advertised, and posted on our website.
e. Ongoing updates will be provided via Global Connect phone messages, Principal's Newsletter, e-mail, and our website.
f. From 1:30 – 2:30 our mental health counselors will be available for staff and students to check-in if they are struggling with social or emotional health.
g. Custodial/Maintenance/Grounds crews are considered "Essential Personnel" and are therefore required to report to work in order to maintain facilities throughout an extended period of closure.

Essential Personnel:

All Administration	Business Office Staff
Security	Technology Support Staff
Food Services	Custodial/Maintenance/Grounds
Child Study Team Members – as needed	Guidance Staff – as needed
Secretaries – as needed	Instructional Aides – as needed

Special Services/Related Services Plan:

i. **Occupational Therapy:**
    i. Instructions/assignments given to students for independent work at home through email, or paper copies will be available at the school.

ii. Occupational Therapist will be available for questions/progress updates through phone with families.
iii. Doubling up upon return will be utilized as needed.

ii. **Speech Language Services:**
i. Instructions/assignments given to students for independent work at home through email, and paper copies will be available at the school.
ii. Speech Therapist will be available for questions/progress updates through phone with families.
iii. Doubling up upon return will be utilized as needed.

iii. **Physical Therapy:**
i. Instructions/assignments given to students for independent work at home through email, or paper copies will be available at the school.
ii. Physical Therapist will be available for questions/progress updates through phone with families.
iii. Doubling up upon return will be utilized as needed.

iv. **IEP Meetings:**
i. IEP meetings will be held by conference call through phones or GoToMeeting online.

h. **Registration and Class Scheduling** for following year:
i. All 8th Grade registrations and scheduling will be completed virtually.

i. **Counseling Sessions:**
i. InSite LCSW, school social workers and School Psychologist will be available by phone, TEAMS, or Skype for regular weekly counseling sessions as required by students' IEPs.
ii. Doubling up upon return will be utilized as needed.

j. **Home Instruction Services**
i. Online home instruction services will continue through the Edmentum Learning Platform or with an approved teacher via TEAMS.

k. **School-year Continuation Plan**
i. Remediation will be available for any student where there is a need during office hours via TEAMS.
ii. Credit recovery will be offered in the summer, if available, or in the fall for any student that fails a course during our health-related closure.

l. **ESY**
i. Plans are formulated for ESY to take place each summer.
ii. We have a remote and in-person program available to meet the needs of our population based on guidance from the NJDOE.

m. **Attendance During Closure**
i. Students will be given credit for attendance if they participate in class meetings via TEAMS with their teachers and submit complete assigned work.
ii. Students, and their guardians, will be contacted anytime there is a consecutive three-day gap in meetings or completed work.