HUNTERDON CENTRAL REGIONAL HIGH SCHOOL DISTRICT
SCHOOL HEALTH-RELATED CLOSURE PLAN

TABLE OF CONTENTS

I. Introduction

II. Nutrition Services

III. Equity

A. Access to Instruction
B. Special Education Students
C. Summer Instruction
D. Commencement Ceremonies
E. Extracurricular Programs

IV. Provisioning of Instruction and Counseling Services

V. Communication

VI. Maintenance of Facilities and Grounds

VII. Summary Chart of Essential Personnel

LAST UPDATED: July 1, 2025
LAST APPROVED BY THE BOE: July 21, 2025

I. INTRODUCTION

In accordance with the New Jersey Department of Education's guidance pursuant to N.J.S.A.18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, the Hunterdon Central Regional High School District offers this school health-related closure plan. This plan guided our closure during the second semester of the 2019-2020 school year, and will continue to be updated annually to guide us in any future health-related closures.

Specifically, this plan covers the provision of nutrition services, equitable access to home instruction (including considerations specific to special education students), a description of the district's approach to home instruction, and more.

The plan largely assumes fully remote work and instruction. If we are in a position to invite staff to campus, we will work with partners in the community to provide childcare in compliance with all Department of Health guidelines for staff who need to be on campus but who are unable to leave young children at home due to school or daycare closures.a

This plan is subject to revision in response to evolving guidance.

Back to Table of Contents

II. NUTRITION SERVICES

CLOSURE PROFILE	
SFA:	Hunterdon Central Regional HSI District
Agreement #:	019-02300
Date meal distribution will begin:	Upon closure to full remote instruction
Date meal distribution will end:	Upon mandate or allowance to end
Distribution sites:	Hunterdon Central Regional High School, plus additional sites as necessary
Meals to be claimed per day:	breakfast and lunch as allowed by regulations

Hunterdon Central will work with our food service vendor to provide a bagged breakfast and lunch to all eligible students for each day that the school is experiencing a health-related closure. Meals will be prepared by employees of the food service vendor, all trained in safe food handling procedures and knowledgeable of school nutrition meal requirements. Unless in receipt of Department of Health recommendations to take other measures, we will distribute meals from campus and as necessary from remote locations throughout our region.

Bagged meals will be distributed at the door of an on-campus location to prevent families from congregating inside. Food service workers will follow all CDC guidelines on social distancing.

Meal content will comply with all Department of Agriculture, Division of Food and Nutrition requirements. Our food service vendor and staff are trained and follow these standards throughout the school year.

Meals will be charged and counted in accordance with state guidelines.

Families will have a telephone contact in the event of any issues, questions, or concerns.

Hunterdon Central will continue to survey the community and will maintain contact with the local food bank and K-8 partner districts throughout closure to determine and address any additional need for nutrition services.

Back to Table of Contents

III. EQUITY

A. ACCESS TO INSTRUCTION

Hunterdon Central's plans for offering instruction in the event of a health-related closure utilize student Chromebooks with access to the district's implementation of G Suite through a wireless connection, with accommodations and modifications for students who do not have wireless access to the internet in the home, or who experience other challenges in reaching resources. All Hunterdon Central students receive a wireless-capable Chromebook that they are able to take home during the school year, and keep home over the summer.

Hunterdon Central will begin any closure by surveying students for need of assistance to access digital resources at home.

We are prepared to offer wireless internet access to these and any other families who emerge as needing assistance through arrangements with vendors such as Comcast and through the lending of wireless "hotspot" devices. These devices will be available for pickup by appointment on campus, and will also be delivered to individual families as necessary. Information about promotional programs from vendors such as Comcast will be provided at meal pickup and other locations.

Hunterdon Central teachers will monitor the attendance of every student, and will also take steps to measure student engagement. Students will also complete an online daily attendance task. Counselors and administrators will utilize these, along with additional surveys, to determine continued need of assistance to access instructional resources.

Hunterdon Central will establish official attendance through the tasks and recording described above, but will work closely with each family before assessing any absences toward a loss of credit or any recorded absence under Hunterdon Central Regional High School District Policy and Regulation 5200: Attendance.

If instructional staff, counselors, and administrators are unable to establish connection with a student or family, or lose such connection, Hunterdon

Central will request a wellness check with the Raritan Township Police Department, working in partnership with its peer departments in our other municipalities through our School Resource Officer.

In the event that the school has made contact but a student is not participating, counselors and administrators will develop an individualized plan that may include revision of expectations, pass/fail grading, home visits as allowable under any social distancing or other public health restrictions, regular check-ins, and more.

In the event that we are unable to offer access, or in the face of any other disruption of access either in portions of or throughout our region, we will provide paper copies of materials and arrange for delivery or pickup of such copies in accordance with any guidelines or restrictions imposed by the Department of Health or other agencies.

Teachers of students with home languages other than English will continue to provide materials appropriate to individual student levels of English language acquisition.

Students who are in need of English as a Second Language services will continue to receive them through Hunterdon Central's virtual platform and Chromebooks, and through the issuance of any necessary network hotspots.

Hunterdon Central will utilize a translation service platform, such as Talking Points or similar, to provide an additional layer of communication with Multilingual Learners and their families, as necessary.

Hunterdon Central will utilize our telecommunications platform to continue training teachers of Multilingual Learners in sheltered instruction, outreach, differentiation, culturally responsive pedagogy, and engagement.

District-level communications regarding closure will be provided in multiple languages, as is typical practice, utilizing FinalSite Messenger, translation services, and other tools and resources.

Back to Table of Contents

B. SPECIAL EDUCATION STUDENTS

Hunterdon Central recognizes that not all related services and/or portions of a student's Individualized Education Plan (IEP) can be implemented during closure. Our special education staff will determine those services and portions of IEPs prior to any closure, if possible, or in the earliest days of any closure.

Throughout any closure, special education staff will remain in contact with all families and providers, including out-of-district placement schools, to ensure and track continued instruction and to work in collaboration on the provision of any necessary home instruction. Our special services staff maintains a directory of contacts at each out-of-district school to discuss specific considerations in the event of a closure.

For students requiring discrete trial instruction, special education staff will determine if parents can implement any maintenance programs at home, and will provide resources and remain available to support.

We will also endeavor to engage related service staff in the development of home-based activities (e.g., fine motor work, speech worksheets, and more) that align to the goals in the IEP of any student requiring those services. In the event that we cannot provide a related service, that service will be deferred and banked.

Instructional staff will implement all IEP and 504 Plan modifications and accommodations in work assigned to students, including medically fragile students, and in the assessment of work that students submit.

Special education staff will attempt to hold virtual IEP meetings via a video-conferencing or other appropriate tool. For students engaged in an Initial Planning Process or the Re-Evaluation Process, special education staff members will attempt to hold virtual meetings when appropriate, or work to determine mutually agreeable scheduling after the closure has concluded. After reopening, special education staff will prioritize any such postponed meetings.

If we have the opportunity during closure to invite staff and special education students on site for evaluations or any other services, we will do so if we determine that sufficient guidance, staff, and resources are available to ensure staff and student safety.

Upon reopening, assessments will occur to gauge any loss in progress as a result of closure, and to determine the potential need for compensatory education.

Back to Table of Contents

C. SUMMER INSTRUCTION

Hunterdon Central realizes that it must work to mitigate the potential for any long term educational impact of any health-related closure.

In the event that the conditions necessitating closure continue to impact summer programs, Hunterdon Central will deliver all Extended School Year (ESY) services for special education students in a virtual format. ESY, for example, may be run virtually for four days each summer week for a period of several weeks, from 9:00 am - 12:00 pm each day, with all instruction delivered in a synchronous virtual format through a video-conferencing platform. Related services will also continue to be provided in a virtual format, according to needs in each student's IEP.

If able, Hunterdon Central will utilize recovery, ESSA, and/or local funds to engage teachers in any of the following tasks, as necessary:

- summer or other off-hours grading of work from students who receive incomplete final grades in full-year courses;
- summer or other off-hours curriculum revision to accommodate any loss of instructional pace;
- summer or other off-hours provision of additional bridge programs, support programs (Title I and otherwise), credit recovery programs, acceleration programs, or other instructional programs for students.

Any number (including all) of the programs and services listed above may be provided virtually, as may be required by public health directives.

Hunterdon Central will also utilize online coursework through an Option II program to offer additional opportunities for students to close gaps, accelerate, and receive credit recovery.

If we have the opportunity during closure to invite staff and students on site for summer programming, we will do so if we determine that sufficient guidance, staff, and resources are available to ensure staff and student safety.

Back to Table of Contents

D. COMMENCEMENT CEREMONIES

In the event that a health-related closure interferes with commencement ceremonies, Hunterdon Central will provide a virtual graduation ceremony, and will also offer online and other features to highlight senior student accomplishments. The school will work with students and parents to plan for and provide, as soon as appropriate, an in-person event on campus.

Back to Table of Contents

E. EXTRACURRICULAR PROGRAMS

Hunterdon Central will endeavor to provide virtual opportunities for students to participate in clubs and activities.

We will take any opportunity to bring students on campus for physical and competitive activities, as public health mandates and staff availability allow. In all such opportunities, we will work with appropriate activity governing bodies (such as NJSIAA) and the Department of Health to ensure the safety of all involved.

Back to Table of Contents

IV. PROVISIONING OF INSTRUCTION AND COUNSELING SERVICES

In the event of a health-related closure, Hunterdon Central teachers will offer standards-aligned, NJAC 6A:16-10.1-compliant activities through synchronous instruction utilizing a video conferencing platform.

Grading may be suspended through the beginning of any remote closure. Teachers would instead provide feedback on all assignments submitted. Grading will resume with a closure that continues through several weeks. Grading through any prolonged closure will represent a suitable percentage of the total course grade (e.g., if time spent in prolonged closure amounts to the length of a traditional marking period, grades earned during that closure could equate to 25% of a full year course's final grade). A closure of at least two months may also trigger the broad allowance of pass/fail grades.

Hunterdon Central will make use of regular common assessments through the LinkIt platform to ensure understanding of student progress, strengths, and weaknesses at the individual and class-section levels.

Throughout any closure, Hunterdon Central will utilize G Suite for Education, particularly Google Classroom, Google Sites, Google Drive, Google Docs, Google Sheets, and Google Slides, and Google Meet. The district may also utilize additional video-conferencing and other tools, such as Zoom.

Each day, students will complete a daily attendance task to establish readiness for the day's school work, to register daily attendance in school, and to receive daily announcements. Teachers will also take attendance during synchronous class activities, and may also be required to file periodic engagement reports on each student, indicating the level of work completed over a certain amount of time. Counselors and administrators will use data from the attendance tasks and report, and engagement reports to intervene in any attendance issues or concerns, determining students who have been out of communication or who have been dormant in any number of their classes.

Teachers will prioritize flexibility in their assignments throughout any closure, and will leverage extensions, allow resubmissions/revisions, offer live check-ins and support sessions, and more to help ensure that student grades do not fall below

pre-closure levels. District administrators and supervisors will monitor student grades during closure to gauge any drop in student performance.

Throughout any closure, teachers will provide choices in assignments and assessments that are differentiated to meet the needs of all students, including special education students, students with 504 Plans, Multilingual Learners, at-risk students, and gifted and talented students.

Counseling Services will maintain contact with students in school counselor and student assistance counselor caseloads, and will maintain communication with mental health services programs to facilitate new or continued higher-order care for students in need. Counselors will be available via phone, video conferencing, email, and other means to meet student needs. Counselors will also leverage Google Classroom and other tools to provide mental health, wellness, and other counseling resources in multiple languages.

Students will engage in a minimum of 4 hours of instructional activities each day in session.

Grade-level teams of Counselors, Vice Principals, and Nurses will continue to hold regular meetings (virtually, if necessary), to track progress of their caseloads and continue to surface grade-level needs.

Back to Table of Contents

V. COMMUNICATION

Hunterdon Central will continue to utilize its website to communicate updates to the community. We will also leverage email, our television station (HCTV Channel 27), our YouTube Channel, official District social media outlets, and our radio station (WCVH 90.5FM) to communicate updates and information. All announcements through email and on our website will be available in multiple languages.

The district's communications platform will play a significant role in any replacement for in-person commencement ceremonies, if the circumstances of closure impact such ceremonies. For example, the district will leverage its

communications platform to highlight the achievements of the graduating class by providing highlights of arts performances, athletics achievements, academic ceremonies, and more.

The district will also utilize its communication platform to provide mental health and wellness resources, through interviews with experts and more. The district will leverage video-conferencing platforms to provide webinars on mental health and wellness topics for staff, students, and parents, targeting aspects of closure, isolation, and other topics relevant to the circumstances of closure.

The district will also leverage partnerships with mental health and social service agencies in the county, including the medical community as available, to provide staff training on the effects of the current condition on student wellness, and how those conditions may be exacerbating or causing such conditions as culturally responsive education, race-based traumatic stress, trauma, grief and loss, and isolation. We will provide those opportunities for partner and sending schools as they desire, and as necessary, through the significant telecommunications platform that we have.

We will also leverage our Employee Assistance Program, as available, and partnerships with our labor associations and outside agencies to provide services for staff. We will employ surveys and focus groups with staff to gauge need for specific services.

Back to Table of Contents

VI. MAINTENANCE OF FACILITIES AND GROUNDS

At the outset of closure, Hunterdon Central will complete deep cleaning of all facilities, and then reduce its Operations Department and Transportation Department active workforces to small crews tasked with supporting daily required maintenance operations, active projects on campus (such as food distribution, technology support, Business Office operations, and others), off-site meal delivery, and other necessary tasks and functions.

If the closure lasts through the end of the school year, Hunterdon Central will begin summer cleaning and other summer projects as soon as possible, both to accommodate any slowed project timelines as a result of the needs to utilize PPE and social distancing, and to face the potential for widespread absence among the Operations staff due to the circumstances of closure.

At all times, face coverings, gloves, and any other personal protective equipment necessitated by the circumstances of closure will be available to all essential staff reporting to campus, in compliance with and recommendations or requirements from the Department of Health and other agencies.

The District will endeavor to limit campus access as much as possible, utilizing a single designated area of campus for as many functions as possible. For example, if support staff need to work on to campus to complete paper-based tasks, or tasks that require access to network resources that are not available off-site, the Operations Department will work with department heads to offer appropriate workstations in an area such as the Instructional Media Center as much as possible, and will work with on site security staff to ensure appropriate access.

During any health-related closure, all campus facilities (e.g., the track, the football field, tennis courts, gymnasiums) will be closed to all scheduled and other users. On site security staff, including Class III Officers, and patrols by the Raritan Township Police Department will ensure monitoring of all facilities.

Back to Table of Contents

VII. SAMPLE CHART OF ESSENTIAL PERSONNEL

At the time of closure, Hunterdon Central will provide a chart similar to below to identify essential personnel.

Category	Role	Duties	Number
Administration	Oversight and Direction	Direct essential operations; direct and facilitate programs for students and staff	25 remote and/or on-site 1 Supt; 1 Principal; 1 Bus Admin; 1 Asst Bus Admin; 1 Dir Spec. Srvcs; 1 Dir C&I; 1 Dir H/R; 1 Comm Off; 11 Supervisors; 1 Transp Director; 4 Vice Principals; 1 Manager
Operations	Custodial and Maintenance	Clean and sanitize facilities; conduct campus checks; perform necessary cleaning and maintenance; support on-site activities	37 on site, reducing as appropriate* 37 for sanitization, reducing for daily campus checks, maintenance/upkeep, and sanitation support for food distribution and other programs
Security	Safety and Security	Provide security and support on-site	3 RTPD Class III SLEO and a small number of Security Guards on site as needed; up to 10 Duty Release Aids on site in support of specific projects as needed
Counseling	College, Career, Academic, and Wellness Counseling	Provide remote counseling services to students; provide on-site services as allowed	18 remote, though small numbers may be brought on site to provide programming, as guidance allows
Instructional	Remote and Other Instruction	Provide remote home instruction and services to students; provide on-site programming as allowed	250 remote (230 Teacher and 50 Para), though small numbers may be brought on site to provide programming as guidance allows
Technical	Technical Support	Provide remote and in-person technology support to staff and students	13 (IT and HCTV) remote and/or on-site
Child Study Team	Special Education Services	Facilitate remote IEP and other meetings; conduct case management as required; conduct on-site evaluations and other services as allowed	12 remote, though small numbers may be brought on site to conduct evaluations and provide other programming as guidance allows
Secretarial	Clerical Support	Provide support to instructional and other programs and processes, as necessary	30 remote and/or on-site
Food Service	Meal Preparation and Distribution	Prepare, package, and distribute meals to eligible students	6 on-site during the school year 4 Pomptonian on site; 2 Transportation to deliver meals
Transportation	Fleet Maintenance	Maintain buses and vans	2 on-site

* Note: if closure lasts through the end of the school year, on-site Operations will rise back to normal levels to begin support for summer projects and cleaning, in compliance with all appropriate personal protective equipment and distancing requirements.

Back to Table of Contents