

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules should be reported promptly to the Superintendent.

A. Notification Provisions

1. In the event that weather conditions or unanticipated circumstances make it necessary to close school or open school late, the fire siren will sound a single signal at 7:00 a.m. Additionally, families will be notified via PowerSchool alert (our "All call System"). Between the hours of 6:00 a.m. to 8:00 a.m., radio stations WMTR (1250AM) and WDHA (9105.5FM) will announce school closings and late openings. News12 also announces school closings on Cablevision, Channel 12, Comcast, Channel 62, Time Warner, Channel 12 and Service Electric, Channel 12 or visit www.News12.com. There will be an announcement on the district's main website. Late openings begin 120 minutes after the regular time. School dismissals will follow the regular schedule.
2. Phone inquiries regarding school closings should not be made to the radio station, the police department or the school. Parents are to provide up-to-date contact numbers for the district's PowerSchool Emergency Alert System. A registration form shall be provided to parents at the beginning of the school year. Parents must review the information provided for accuracy and provide the school with any changes throughout the school year.
3. School closings or delays will be sent through Power School.
 - a. The parent call chain will list the telephone number of the parent or legal guardian of each child in the school. The chain will be reviewed and updated annually. Each parent(s) or legal guardian(s) is responsible for supplying his/her telephone number or other information that will permit the notification of a person responsible for the child.
 - b. A copy of the complete parent call chain will be maintained by the Principal and will be kept as a confidential document. An additional copy will be kept in the office of the Superintendent.



- c. Portions of the parent call chain will be released to volunteer callers as necessary for the integrity and efficient operation of the call chain process.

B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy No. 8220. As soon as the decision is made, the Superintendent will promptly notify:
 - a. Television and radio stations, have the information posted on the district website, and begin the PowerSchool Emergency Alert System;
 - b. All Building Principals;
 - c. The school staff member responsible for transportation of students;
 - d. School Business Administrator/Board Secretary; and
 - e. Private schools to which transportation is provided for district children; and
 - f. Florham Park Police Department.
2. Unless the Superintendent determines otherwise, custodial personnel are expected to report for work on an emergency closed day. It is the intention of this rule that all school offices be uniformly closed or open on a day when the schools are closed for emergency.

C. Delayed Opening

1. When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.
2. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B.
3. If weather conditions deteriorate after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.



4. The Principal of each school will modify the school's schedule to accommodate the shorter day. Morning schedules may be canceled. After-school and athletic events may be canceled.
 5. Lunch will be served as usual, but may be delayed.
- D. Early Dismissal
1. A decision to close school early will be promptly relayed to:
 - a. Building Principals in the affected schools,
 - b. The school staff member responsible for transportation of students;
 - c. School Business Administrator/Board Secretary; and
 - d. Private schools to which transportation is provided for district children; and
 - e. Florham Park Police Department.
 2. Building Principals in the affected schools will promptly notify all staff members of the early closing, using appropriate building procedures.
 3. Parent(s) or legal guardian(s) will be notified by the emergency parent call chain. Each caller will report to a person designated by the Principal the names of any parent(s) or legal guardian(s) who cannot be reached by telephone.
 4. Buses may be loaded as soon as they arrive at the school and may depart as soon as all students assigned to the bus have boarded.
 5. A parent(s) or legal guardian(s) may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy No. 5230 regarding the person(s) to whom a child may be released.
 6. The Principal will designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means.



REGULATION

FLORHAM PARK BOARD OF EDUCATION

OPERATIONS
R 8220/page 4 of 4
School Closings

- a. A teaching staff member will be assigned to supervise the students who remain in the school.
- b. Students who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.
- c. The Principal may arrange for a late bus or transportation by private vehicle for students retained at the school.

Issued: 20 June 2016

