

Alloway Township Board of Education District Policy Manual

**Students
School Closing**

**Series 5000
Policy 5138**

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Date Revised

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Procedure for Closing School or Delayed Opening Due to Snow

The Superintendent/designee will confer with the Superintendent of the high school around 5:45 A.M. concerning the conditions of the roads in the area. If the schools are to remain open on the regular schedule, no further action will be taken. Once a decision is made to close or delay the opening, the following people will be contacted by 6:00 A.M.:

1. The Board President will be contacted to verify the decision.
2. The designated radio/TV stations (KYW 1060 Radio and Channel 3 TV). The caller will state name, title, district and code. The message will include that the school will be closed or delayed.
3. The Superintendent/designee will call the Board Secretary who will then call the maintenance staff and Administrative Secretaries.
4. The Superintendent or designee will call the staff and start the phone chain.

The majority of calls will take place between 5:30 A.M. and 6:00 A.M.

Procedure For an Emergency Closing When School Is In Session

If it becomes necessary to close the schools after they are in, the following procedure will be followed:

1. Every attempt to remain in school for at least four hours, exclusive of lunch, will be made.
2. The Board President, County Superintendent of Schools, weather forecasters and other schools will be consulted. Coordination with the high school will be made to assure consistency.
3. The County Superintendent will be informed of the decision.
4. The crossing guard(s) will be contacted as applicable.
5. In the absence of the Superintendent, either he/she or the Board President will designate someone to direct the closing. If the Superintendent can be reached, he/she is to be contacted if the situation is such that an emergency closing seems necessary.

Legal References

NJSA 18A:11-1 General mandatory powers and duties