

Regulation

EMERGENCY CLOSING

Procedure for Closing School or Delayed Opening Due to Snow

The superintendent or his or her designee will confer with the Principal 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.:

- A. The superintendent will activate the Emergency Calling System to inform all staff and parents of the school opening status (closed or delayed opening);
- B. The superintendent will inform the vice principal and main office administrative assistants of the school opening status;
- C. The vice principal will contact the designated radio/TV stations to inform them of the school opening status.
- D. The main office administrative assistants will inform the SACC staff and substitute teachers of the school opening status;
- E. Efforts will be made to ensure that all staff and parents are notified by 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:

- A. Every attempt to remain in school for at least four hours, exclusive of lunch, will be made;
- B. The board president, executive county superintendent, weather forecasters and other schools will be consulted;
- C. Coordination with the high school will be made to assure consistency;
- D. The executive county superintendent will be informed of the decision;
- E. The crossing guard(s) will be contacted as applicable;
- F. In the absence of the superintendent, either the superintendent or the board president will designate someone to direct the closing. If the superintendent can be reached, he/she shall be contacted when an emergency closing seems necessary.

Adopted: October 22, 2002
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Readopted: