

# Springfield Public Schools

Cultivating compassionate and extraordinary learners!

## **RE: EMERGENCY PLANNING COMMUNICATIONS PROCEDURES**

Announcements will be made at:

Springfield Public Schools website at [www.springfieldschools.com](http://www.springfieldschools.com)

Find us on Facebook at [www.facebook.com/springfieldschools](http://www.facebook.com/springfieldschools)

Follow us on Twitter at <https://twitter.com/springfieldschs>

District voicemail at (973) 376-1025 (Press 8)

Fox 5 TV

ABC TV

NBC TV

News 12 New Jersey

The **unplanned delayed opening** schedule is as follows. Based upon this delayed opening information, all a.m. bus pickup times will be adjusted by 2 hours. Example – A stop for 8:00 am will be adjusted to 10:00 am.

### **Unplanned delayed opening start times**

JDHS	9:40 am
FMG	9:45 am
JC/TLS	10:40 am
EVW	10:50 am (PK-2)

### **Early Dismissals – (Unplanned)**

On days when it is advisable to dismiss children prior to regular dismissal times, the following procedures will be implemented:

1. All students will be supervised by school staff until parents pick up the children or alternate arrangements are made and communicated to school personnel by the parents.
2. All students under 18 years of age will only be released to parents/guardians or designated individuals as identified on the emergency information cards. Students who normally take the bus home on early dismissal days will do so unless the school is otherwise notified.
3. Radio and television stations will be contacted, the district voice mail (973) 376-1025 (press 8) will be activated and a message will be on the district website announcing the emergency closing information.
4. In the event an early dismissal is determined by mid-morning, we will serve lunch before the early dismissal.
5. All school days less than 4 hours will be made up and added to the school calendar.

**Rachel Goldberg, Superintendent of Schools**

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