

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. Procedures for Delayed Openings

Rationale

The need to ensure a four-hour instructional day as required by the State Department of Education, is paramount in any decision. If schools are delayed for up to one hour, all schools are in compliance. However, if the delay were for two hours, the elementary and middle schools would not be in compliance. Having a ninety-minute delay could lead to much confusion. Therefore, it is recommended that delayed opening time for all schools be 10:00 a.m. Compliance by the schools would be as follows:

Schools	Normal Opening	Delayed Opening	Closing	# of Hours
Elementary	8:30 a.m.	10:30 a.m.	3:10 p.m.	4 hrs. 40 min.
Middle	8:15 a.m.	10:20 a.m.	2:57 p.m.	4 hrs. 37min.
High	8:10am/8:30am	10:10am	3:11pm	5 hrs. 1 min.

B. Procedures for School Closings or Delayed Openings

Decisions made the night before:

The decision to close schools or have a delayed opening should be made no later than 9:00 p.m. The Superintendent or designee will listen to emergency or weather advisory reports. If the advisory predicts three inches of snow or more, the Superintendent will consult with the Supervisor of Buildings and Grounds and the Tenafly Police Department on snow removal operations and traffic advisories. The Superintendent also may consult with area Superintendents.



Once the decision has been made to close or have a delayed opening, the Superintendent will notify the following people:

Police Department
Administrative Assistant to the Superintendent
Business Administrator
Assistant Superintendent

They, in turn, will activate the Central Office Calling Chain for School Closings/Delayed Openings updated each fall by the Superintendent's office. Once called, school Principals shall activate his/her school's Staff Calling Chain.

In addition, notices of school closings and delayed openings will be:

- Called in to radio WINS (1010 AM) and WCBS (880 AM) and Cablevision 77 by Administrative Assistant to the Business Administrator.
- Posted on the district website by the technology department.
- Recorded on the District Weather Line (201-816-7729) by the Superintendent's administrative assistant.
- Called into district bus companies by the Business office. (Note: Private companies are not called.)

Decision made in early morning:

The decision to close schools or have a delayed opening should be made no later than 5:30 a.m. (Note: many staff members leave their homes at 6:00 a.m.)

Once the decision is made, the Superintendent will follow the same procedures as above.

C. Procedures for Early Dismissal

If a storm or emergency occurs during the day, a decision to close will be made in a timely manner. If circumstances are critical, the schools must be closed no matter what the time.



OPERATIONS
R 8220/Page 3 of 4
School Closings

Schools	Normal Closing	Early Closing	# of Hours	Comments
Elementary	8:30 a.m.	12:45 p.m.	4 hrs. 15 min.	Abbreviated lunch in classrooms
Middle	8:15 a.m.	12:30 p.m.	4 hrs. 12 min.	Abbreviated lunch/no lunch, accelerated passing times
High	8:10am/8:30am	12:10 p.m.	4 hrs. 15 min.	Abbreviated lunch/no lunch, accelerated passing times

Once a decision is made, the following should take place:

1. Send Reverse 911 alert to parents.
2. Central office (CO) Calling Chain should be activated using in-school telephone numbers where applicable.
3. Tenafly Police Department should be called to notify crossing guards and police patrols.
4. Transportation companies should be notified. (See CO Calling Chain.)
5. Notice should be placed on the web, radio stations and district weather line. (See CO Calling Chain.)
6. SACC and Tenafly Recreation Departments should be notified that all after-school and evening activities are cancelled if school is closed during the day.
7. Elementary school Principals follow the procedures below:
 - a. Activate the emergency calling system using the "Emergency School Closing Card" to notify parents of the school closing and to arrange to pick up their child. Children will be released according to the information indicated in the "Emergency School Closing Card."



- b. Teachers who live the farthest away can be excused if class numbers are small enough that classes can be combined and be overseen by another teacher.
 - c. Central office will keep the phones (switchboard) open at least one hour after the dismissal time to provide assistance if students are lost on the way home or if there are other problems.
 - d. Principals and key personnel must remain on site until last child is picked up.
 - e. Principals must contact Central office when the last student has left the building and they are closing down. (Do not leave without doing this so Central office staff members know when they are free to leave.)
7. Middle and high school Principals will notify staff and students through the Public Address System and provide phones to students to call home for transportation.

Issued: 3 May 2010
Revised: 18 March 2024

