

## R 8220 SCHOOL CLOSINGS DAY

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 ~~shall should be reported~~ **approved promptly to** by the Superintendent.

### A. Notification Provisions

1. **The Superintendent or designee shall notify media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school. Notice to television and radio stations shall be by telephone call, with appropriate code, to the following stations. The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:**

Television and/or Radio Station	Website
WDHA 105.5 FM	www.rtnj.org
WMTR 1250 AM	
WNNJ 1360 AM/113.7 FM	

### 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 or designee** will promptly notify:
  - a. ~~Television and radio stations (see A1)~~ **The media outlets identified in A.1. above;**
  - b. ~~All Building Principals,~~ **school staff members;**
  - e. ~~The Director of Transportation,~~



- d. ~~Board President;~~
  - ec. Private schools to which transportation is provided for district children; and
  - fd. Randolph Police Departments;
  - e. **Board of Education President; and**
  - f. **Any other individuals or organizations the Superintendent or designee determines the need to be notified.**
3. ~~In the event a staff member cannot be reached by telephone, the caller will report that fact to the Building Principal or other person responsible for the call chain.~~
42. **Notwithstanding a provision in a collective bargaining agreement, if applicable, unless the Superintendent determines otherwise, school office personnel and 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.~~
  - 21. 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. **above.**
  - 32. **Notwithstanding a provision in a collective bargaining agreement, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time if the opening of school is delayed.**
  - 43. If weather conditions **change 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.1. above.

54. 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.

6. ~~Lunch will be served as usual, but may be delayed.~~

#### D. Early Dismissal

1. ~~The A decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above.~~

a. ~~Building Principals in the affected schools,~~

b. ~~The Director of Transportation,~~

c. ~~Board President,~~

d. ~~Private schools to which transportation is provided for district children,  
and~~

e. ~~The Randolph Police Departments~~

2. Building Principals in the affected schools will promptly notify all **school** staff members of the early closing, using appropriate building procedures.

3. ~~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.~~

54. 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 and Regulation 5230 regarding the person(s) to whom a child may be released.

65. The Principal ~~may~~ **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 **or the student was unable to be released from school early for good reason.**
- 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.~~

Adopted: 15 January 2013

Revised: \_\_\_\_\_

