

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 shall be approved by the Superintendent.

A. Notification Provisions

1. The district's alert system, School Messenger (reverse 911), will inform parent(s) or legal guardian(s) of the emergency closings.

A message will be placed on the Central office line at (201) 670-2600* and on the Superintendent's line at (201) 670-2700**.

*(201) 670-2600: Emergency Closing message can only be accessed until 7:55 a.m.

** (201) 670-2700: Emergency Closing message will remain in effect throughout the day.

Emergency closing information can also be obtained from the following:

TV Channel 12 – News 12 New Jersey

Web sites www.ridgewood.k12.nj.us and www.News12.com

2. The district's alert system, School Messenger (Skylert), will inform parent(s) or legal guardian(s) of the early dismissal. Teachers will refer to the School Dismissal Form, completed by parent(s) or legal guardian(s), to determine each parent's or legal guardian's wishes as indicated on the form.
3. The Principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.
 - a. The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he/she can be reached for notification of the closing or delayed opening of school.



- b. A copy of the complete staff call chain will be maintained by the Principal and will be kept as a confidential document.
 - c. Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.
 4. The Superintendent's office will prepare and administer a staff call chain for central office employees.
 5. Each staff call chain should be so organized as to ensure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.
- B. All Day Closing
 1. The decision to close schools for the day will be made in accordance with Policy 8220. As soon as the decision is made, the Superintendent will promptly provide notification (see paragraph A1).
 - a. All Building Principals,
 - b. The Transportation Coordinator,
 - c. Board President,
 - d. Private schools to which transportation is provided for district children, and
 - e. Ridgewood Police Department.
 2. Each Building Principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members as soon as practicable.
 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.
 4. 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.
2. 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.
3. Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time.
4. If weather conditions change 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.
5. 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 decision by the Superintendent or designee to close school early will be promptly relayed to:
 - a. Building Principals in the affected schools,
 - b. The Transportation Coordinator,
 - c. Other individuals or offices to be notified,
 - d. Private schools to which transportation is provided for district children, and
 - e. Ridgewood Police Department.
2. Building Principals in the affected schools will promptly notify all school staff members of the early closing, using appropriate building procedures.



3. The district's alert system, Skyward (School Messenger) will inform parent(s) or legal guardian(s) of early dismissal.
4. Buses may be loaded as soon as they arrive at the school and may depart as soon as all pupils assigned to the bus have boarded.
5. 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 No. 5230 regarding the person(s) to whom a child may be released.
6. The Principal will designate a safe and secure location in the school building to which may be assigned pupils 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 pupils who remain in the school.

E. Emergency Minimum Day

The Emergency Minimum Day option is intended for emergency conditions that are known or anticipated before the start of school, and are expected to occur or worsen during the afternoon hours.

Emergency Minimum Days will be announced in the same manner as procedures for closing of schools, delayed openings, and early dismissals.

On Emergency Minimum Days pupils will attend school as follows:

Kindergarten (AM)	8:45 a.m.- 12:45p.m.
Grades 1 – 5	8:45 a.m. – 12:45 p.m.
Grades 6 – 8	8:00 a.m. – 12:15 p.m.
Grades 9 – 12	7:45 a.m. – 12:10 p.m.



REGULATION

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Cafeterias will not operate and lunches will not be provided on Emergency Minimum Days. Elementary pupils may bring snacks in keeping with their school's snack policy.

Bus companies will be notified when Emergency Minimum Days are called.

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