

Bulletin 2

Emergency School Closings



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November 2017

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The following procedures will govern the unscheduled closing of schools 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.

Principals are requested to make sure that all teachers, students, parents and staff are informed of the Passaic Public Schools emergency school closing procedures. Every school is to have each student take a notice home to his/her parents/guardians regarding the district's emergency school closing procedures (Regulation 6114).

Principals must develop their own emergency communication systems through which their school populations will be informed of any emergency school closing, early dismissal or delayed opening situation.

Any consequent deviation from these rules should be reported promptly to the Superintendent.

1. If a school closing, early dismissal or delayed opening is deemed necessary, this decision will be made by the Superintendent of Schools.
2. Students, parents, and staff should be instructed to access the following means of communication between the hours of 5:30 a.m. and 8:00 a.m. if weather conditions seem to justify some doubt about the opening of schools:
 - a. Automated phone messages, and notices posted on the district's website- www.passaicschools.org and on Twitter@PassaicSchools
 - b. Radio announcements: WCBS 880, WINS 1010
 - c. Television announcements : WNBC (Channel 4); FOX 5 (Channel 5); WABC (Channel 7); RNN TV FIOS 1 NEWS; WPIX (Channel 11); NEWS12 NJ (Channel 12)
3. Explain to parents, especially elementary school parents, that they may exercise their own best judgment about sending children to school if weather conditions appear to be too hazardous in their neighborhoods.
4. In the event of a delayed opening, the information will be disseminated in the same way that information is made public about emergency school closings through announcements on area



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radio and television stations, district automated phone messages, district website www.passaicschools.org and on Twitter@PassaicSchools.

5. If a delayed opening is announced, the following adjustments will be made to the schedule:
 - a. Elementary students report by 9:55 a.m., Lincoln Middle School students report by 10:10 a.m. and Passaic High School students report by 9:00 a.m.
 - b. Elementary and middle school staff report by 9:45 a.m. and high school staff report by 8:55 a.m.
 - c. Central Administration must report by 9:30 a.m.
 - d. Cook managers must report by 8:00 a.m. They will contact their staff with appropriate report time. Breakfast will not be served.
 - e. Custodial and Maintenance staff will report as directed by the Director of Facilities.
 - f. Principals, Assistant Principals and Security Guards should arrive as soon as they are able, but no later than stated in 5b above.

6. **Early Dismissal**
 - a. It may become necessary once school is in session to close before regular dismissal time. Parents will be notified through automated phone messages, calling the school's main number and notices posted on the district's website www.passaicschools.org and Twitter@PassaicSchools.
 - b. The principal will designate a safe and secure location in the school building to assign students whose parents or guardians cannot report to pick them up early.
 - i. The Principal or his/her designee will be assigned to supervise the students who remain in the school.
 - ii. 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.

7. **Transportation and Delayed Opening**

In-district students will be picked up according to the rules in the handbook provided to parents by the Department of Student Transportation.

8. **School Closings--Suspension of Transportation--In District and Out of District Schools**

The Superintendent shall be responsible for the suspension of transportation services due to inclement weather or other conditions for both in-district and out of district schools. In the event that schools are closed in Passaic due to inclement weather, there will be no transportation services provided for any Passaic students going to in-district and/or out of district schools.

9. **Suspension of Transportation Services--Out of District Schools--Break in Calendar**

It is recognized that the Passaic Public Schools provides transportation services to Passaic resident students who attend out of district schools. The out of district schools in some instances do not share the same school calendar as does the Passaic Public Schools.

The Superintendent shall be responsible for the suspension of transportation services due to inclement weather or other conditions for students attending out of district schools during a break of the Passaic Public Schools calendar.

10. Suspension of Transportation Services--Notification Procedures

In the event that schools are closed due to inclement weather or other conditions, the Chief of Operations or designee will:

- a. Contact each transportation company by phone and e-mail that transportation services are suspended.
- b. Leave a voice-mail on the district transportation telephones that transportation services are suspended.
- c. Contact each out of district school via e-mail that transportation services are suspended.

11. Transportation Services – Notification Process – Delayed Opening

In the event that the schools have a delayed opening, the Chief of Operations or designee will:

- a. Contact each transportation company by phone and e-mail that transportation to schools is delayed. Furthermore, provide to the companies the delayed opening times for the elementary, middle and high schools.
- b. Leave a voice mail on the district transportation telephones that school opening has been delayed and that transportation will begin 90 minutes later than normal.
- c. Contact each out-of-district school district via e-mail that transportation services from the City of Passaic will be delayed by 90 minutes.

12. Transportation Services – Notification Process – Early Dismissal

In the event that the schools have an early dismissal, the Chief of Operations or designee will:

- a. Immediately call transportation companies and inform them of the decision to dismiss in-district students at a certain designated time.
- b. Notify the out-of-district schools via e-mail, of the decision to dismiss in-district students early.
- c. Ask out-of-district schools to inform the Passaic School District if they are planning to have an early dismissal. The Chief of Operations or designee will notify the transportation companies of the early dismissal. It is the responsibility of the out-of-district schools to notify the parents.

Thank you.

Pablo Muñoz
Superintendent of Schools