

METUCHEN BOARD OF EDUCATION

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Dear Parents/Guardians and Staff Members:

In the Metuchen School District, the safety of students and staff members is of the highest priority. We are committed to doing everything we can to guarantee it. It is important for students to be alert and careful while traveling to or from school and school events or while playing out of doors, especially during the fall and winter months when there are fewer daylight hours and weather conditions can create sudden hazards. Students should be reminded to avoid strangers, and to immediately report to an authority any unusual, suspicious incident or, indeed, any event that makes them uncomfortable. Careful, cautious, and responsible behavior is essential in school, at home, and in public.

EMERGENCY CHANGES IN SCHEDULE

It is seldom that a school year passes without inclement weather or some other circumstance causing the need for adjustment of the school schedule. In these cases as well, safety is a prime consideration when making the decision to modify the schedule. Sometimes school is cancelled for the day or subject to a "delayed opening", usually because of the weather. In addition, although less frequently, there may be an "early dismissal" on a day when, while school is in session, weather conditions or other situations develop or threaten in a way that suggests that traveling home at the regularly scheduled time would create a safety hazard. In the event that school is cancelled or closed early, all after school activities including athletic events scheduled for that day are also cancelled.

Should the weather appear threatening at any time, the best way to find out about weather related delays or closings or early dismissals is by **calling the Board of Education at 732-321-8700**. Our telephone system allows us to record emergency information that can be heard immediately after the initial greeting. Information on school closings or delayed openings is recorded as soon as a decision is made. On days when school is delayed or cancelled, the information will be available no later than 6:30 a.m. We also use our website www.metuchenschools.org as a means of getting information to the public. We continue to give information about cancellations, delayed openings and early dismissals to radio stations WCTC (1450 AM) and WMGQ (98.3 FM). On air announcements will be made only on WCTC (1450 AM). Information will be available on the websites of both stations www.wctcam.com or www.magic983.com.

In addition, the district subscribes to the Honeywell Instant® Alert System. This system alerts you to school closings and other school-related information. Every parent in the district who enrolls can customize the types of messages received and the ways they are received by registering at the Honeywell Instant Alert® link on the home page of the district website (www.metuchenschools.org).

DELAYED OPENING OF SCHOOL / "DELAYED OPENINGS" / CANCELLATION

Sometimes, delaying the starting time of the school day is best for the safety and convenience of students, parents, and staff members. In such cases, a decision to delay the opening of school will be made. Information will be posted on our telephone line, our website and called in to WCTC 1450 AM, and WMGQ, NJ 98.3 FM, but will be announced only on WCTC. Please remember that a "delayed opening" can change to a closing if the weather gets worse. Calling the main Board of Education telephone number at 732-321-8700, accessing the district website (www.metuchenschools.org), ongoing monitoring of the radio

websites will ensure that you have up-to-date information, or having your current profile on the Honeywell Instant Alert® System.

<u>School</u>	<u>Regular Opening</u>	<u>Delayed Opening</u>	<u>Dismiss</u>
Edgar	8:00 a.m.	9:35 a.m.	2:31 p.m.
MHS	8:30 a.m.	9:50 a.m.	2:45 p.m.
Campbell	8:30 a.m.	10:00 a.m.	2:55 p.m.
Moss			
AM Kindergarten	8:45 a.m.	10:05 a.m.	11:22 a.m.
PM Kindergarten	12:12 p.m.	1:04 p.m.	2:49 p.m.
ELC/AM MIPP	8:53 a.m.	10:05 – 11:50 a.m.	11:00 a.m.
ELC/PM MIPP	11:53 a.m.	12:40 – 2:15 p.m.	2:00 p.m.

EARLY CLOSING OF SCHOOL / EARLY DISMISSAL

If severe weather conditions or an emergency situation indicate that schools should be closed before the end of the regular school day, a decision to close school early or to have an early dismissal will be made as soon as possible. This information will be available on the main telephone number of the Board of Education at 732-321-8700 and on the district website, www.metuchenschools.org. WCTC and WMGQ will be informed and the early closing/early dismissal will be announced on WCTC and posted on the websites of WCTC and WMGQ. A Honeywell Instant Alert® will also be issued. Please remember that school closing lists are updated regularly, so keep checking. Once a decision to close early has been made, no further changes will be made for that day. Depending on the time when the schools close, the day may have to be made up at a later date.

Early Dismissal Procedures

Although it is impossible to have an early dismissal time schedule that would apply to any and all situations, the following guidelines may be helpful:

1. The schools will close in their regular opening order, i.e. Edgar, MHS, Campbell, and Moss. There may be delays depending on weather conditions.
2. Since an early dismissal is possible at any time, it is important that your child's emergency contact should be someone who is at home or available during the time of an early dismissal.
3. If your child is in grades K – 4, you will receive information about an emergency phone chain directly from the school's PTO.
4. Remember that whenever an early dismissal is called because of the weather, the afternoon Kindergarten session is cancelled.

Please keep this information available for reference. If you have any questions about any of the information, please call your school principal.

Sincerely,

Theresa J. Pollifrone-Sinatra

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Superintendent

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