

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**CRANFORD, NEW JERSEY**

**August, 2016**

TO: Parents and Staff  
 FROM: Dr. Marilyn Birnbaum, Interim Superintendent of Schools  
 SUBJECT: School Hours, School Closing and Delayed School Opening Information

**I. The School Calendar**

The Board of Education adopts an official school calendar that is in harmony with state rules and regulations and with local interests and customs. The 2016-17 school year begins for pupils on Tuesday, September 6, 2016 and ends Thursday, June 22, 2017. The 2016-2017 school calendar can be found on the district's website: [www.cranfordschools.org](http://www.cranfordschools.org).

**II. Building Opens for Pupils**

PROGRAM	WAS	LAS	HAS	OAS	BAS	BPS	CHS/ Lincoln
PreSchool Monday-Friday	AM 8:45 – 11:15 PM 12:30 – 3:00						
Single Session	AM 8:30 – 10:15 PM 10:45 – 12:30						
Delayed Opening	AM 9:55 – 11:55 PM 1:00 – 3:00						
Kindergartens Monday-Friday	AM 8:35 – 11:15 PM 12:15 – 2:55		AM 8:35 – 11:15 PM 12:15 – 2:55		AM 8:20 – 11:00 PM 12:00 – 2:40	AM 8:35 – 11:15 PM 12:15 – 2:55	
Single Session	AM 8:30 – 11:00 PM 10:00 – 12:30		AM 8:30 – 11:00 PM 10:00 – 12:30		AM 8:15 – 10:45 PM 9:45 – 12:15	AM 8:20 – 11:00 PM 10:00 – 12:30	
Delayed Opening	AM 9:55 – 11:55 PM 12:55 – 2:55		AM 9:55 – 11:55 PM 12:55 – 2:55		AM 9:40 – 11:40 PM 12:40 – 2:40	AM 9:55 – 11:55 PM 12:55 – 2:55	
Grades 1 – 5 Monday-Friday	8:35 – 2:55	8:30 – 2:50	8:35 – 2:55	8:35 – 2:55	8:20 – 2:40	8:35 – 2:55	
Single Session	8:20 – 12:30	8:15 – 12:25	8:15 – 12:30	8:15 – 12:30	8:05 – 12:15	8:20 – 12:30	
Delayed Opening	9:55- 2:55	9:50 – 2:50	9:50 – 2:55	9:50 – 2:55	9:40 – 2:40	9:55 – 2:55	
Grades 6 – 8 Monday-Friday			8:05-2:50	8:05 – 2:50			
Single Session			8:05 – 12:30	8:05-12:30			
Delayed Opening			9:50-2:50	9:50-2:50			
Grades 9 – 12 Monday-Friday							8:15 – 2:55
Single Session							8:15 – 12:36
Delayed Opening							10:00 – 2:55
CAP/CAMP Monday-Friday							8:15 – 2:55
Single Session							8:15 – 12:30
Delayed Opening							9:55 – 2:55
LEAP Monday-Friday							8:30 -2:40
Single Session							8:30 – 12:30
Delayed Opening							9:55 – 2:40

There will be supervision for those who stay during the noon hour in grades 1 – 5. Any student who wishes to go home for lunch will be allowed to do so. Supervision is provided for all organized, approved extra curricular activities.

### **III. School Closings**

Once the school district calendar has been officially adopted by the Board of Education, it is the policy of the district to have the schools in operation full time every day provided for in the calendar. Occasionally, there will be a need to shorten the school day, not to open school on a particular day or to make some other emergency alteration in the schedule. **In these instances, the Honeywell Instant Alert System will be activated.** Some reasons for school closing include: Severe storms; Plant failures; Energy problems; Death of a prominent person, Direction from the State Department of Education; other unforeseen emergency reasons.

#### **A. Closing Within A School Day**

In case an unanticipated storm strikes during the school day, we will make every effort to keep the schools open until the regular closing hours. If conditions require us to dismiss pupils earlier, every reasonable effort will be made by our staff to advise responsible adult members of the household, transportation services and police. **In these instances, the Honeywell Instant Alert System will be activated.** Occasionally, a planned professional activity of the staff will require an early dismissal of pupils. Well in advance of the early closing day, the school administration will notify pupils, parents, bus services and the police department so that necessary arrangements for the early dismissal can be made.

#### **B. "Emergency School Closing Days"**

When emergency storm or other conditions make it impossible or unwise to open schools on a scheduled school day, this decision will be made by the Superintendent of Schools and communicated to all interested parties via radio. **In these instances, the Honeywell Instant Alert System will be activated.** School closings will also be announced on Cranford's local access channel TV35. School closings are posted on [www.cranfordschools.org](http://www.cranfordschools.org).

#### \*\*\*\*\* DELAYED SCHOOL OPENINGS \*\*\*\*\*

Announcements will be made on Radio Stations NJ101.5, WNBC, NJN News and TV35, just as "Schools Closed" announcements are made. Delayed openings are posted on [www.cranfordschools.org](http://www.cranfordschools.org). An announcement will be made via the Honeywell Instant Alert System.

### **CRISIS RESPONSE PLAN**

The Cranford School District has a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency that prohibits reentry to a school building (such as a broken gas or water main, a fire, or a toxic spill), students will be transported via school transportation/or walk to the nearest and most appropriate school building. High School students will be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO OR TELEVISION. We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines that MUST be used to respond to emergencies.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU ARE REQUESTED TO PICK UP YOUR CHILD. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed.

### **ACCESS TV35 FOR ANY INFORMATION ON SCHOOL CLOSING/DELAYED OPENINGS OR OTHER EMERGENT MATTERS**

It is most essential in such abnormal situations that telephone lines not be blocked by a flood of inquiring calls. Telephone lines and attending personnel should be allowed to handle the essential tasks of dealing with the emergency situation. The safety and welfare of many people depend on your understanding and cooperation in this matter. Again, may I emphasize that, except when we find it impossible or unwise to open school on a scheduled school day, **schools will be open**. It will be the responsibility of parents to determine whether the health conditions of their children or weather conditions are such as to justify keeping them home.

#### **C. Personnel on Duty on "Emergency School Closing Days"**

On "Emergency School Closing Days" an emergency switchboard operator, building service personnel and those specifically needed to provide essential services as determined by the Superintendent of Schools, or his/her delegated representative, **will** report for duty at the regular time (except selected members of the building service personnel who may be called to duty much earlier by their supervisor(s) or as soon thereafter as travel and other conditions permit).

All other personnel **will not** be required to report for duty, but anyone who has work that he/she wants to perform at school should feel free to come in on their own schedule.

**REMINDER: Unless otherwise announced, the regular monthly meeting of the Cranford Board of Education is held at 8:00 p.m. on the fourth Monday of each month at the Lincoln School. The Board of Education holds an open work session two weeks prior to the regular meeting on the second Monday of the month in the Board Room at the Lincoln School.**