

**Hanover Township Public Schools  
Office of the Superintendent**

**EMERGENCY SCHOOL CLOSING INFORMATION**

**September 2014**

Dear Parent(s)/Guardians:

I am writing to make you aware of several changes which have been made to our procedures associated with emergency school closings due to weather conditions or other unforeseen circumstances.

**Delayed Openings**

**Delayed openings have been changed from a 90 minute delay to a two hour delayed start.** On delayed opening days, start times will be 10:00 a.m. at Memorial Junior School, and 10:45 a.m. at the three elementary schools. This will provide maintenance and custodial staff with additional time to prepare our school facilities for the safe arrival of staff and students. The decision to institute a delayed opening is usually made by 6:00 a.m. on the morning of the weather emergency. The decision to change a delayed opening to a school closing is usually made by 7:30 a.m..

**Early Dismissal**

There have been no changes to the procedures associated with an early dismissal. The decision to institute an early dismissal is usually made by 11:15 a.m. on the morning of the weather emergency. On early dismissal days, Memorial Junior School will dismiss students at 12:15 p.m., and the elementary schools will dismiss students at 12:45 p.m..

**School Closings**

The decision to close school is usually made no later than 6:00 a.m. the day of the weather emergency. Whenever possible, the decision is made in coordination with the regional high school and surrounding school districts. There may be rare instances where the regional high school and local school district may not be in sync due to unique circumstances. In all instances we tend to err on the side of caution since the safety of our students and staff is the top priority.

**New Emergency Notification System**

We are no longer using the Honeywell Instant Alert School Notification System. Our new notification system, Alert Solutions, is embedded within PowerSchool which is our student data management software program. Students, teachers and **parents are automatically enrolled in Alert Solutions.** Emergency messages will be sent using email, voice, and text messaging services. The caller ID number for recorded messages will be 973-515-2400, and text messages will be sent using a caller ID of 77811. You

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may want to add these numbers to your address book. Information on how to manage your account and change contact information will be forthcoming.

**Additional Emergency Notification Systems/Information**

I encourage parents not to rely on one system for emergency notification purposes since electrical outages, phone system problems, and other unforeseen issues may interfere with, or delay, the delivery of important information.

Therefore, in addition to Alert Solutions, information on school closings can be obtained by calling 973-515-2400 after 6:00 a.m. on the day of a weather emergency, or by accessing our district website at [www.hanovertwpschools.com](http://www.hanovertwpschools.com).

Thank you for your patience and assistance as we transition to this new notification system.

Sincerely,

Scott R. Pepper  
Superintendent