

**MIDDLETOWN TOWNSHIP BOARD OF EDUCATION**

*Office of the District Director of Operations*

P.O. Box 4170, Middletown, NJ 07748


(732) 671-3850

Fax (732) 291-2364

William O. George III, Ed.D.  
Superintendent of Schools

Mary Ellen Walker  
Assistant Superintendent for Operations

TO: All Principals and Staff

FR: Mary Ellen Walker 

DATE: September 2015

RE: **School Closing/Delayed Opening—2015-2016**

The procedure for closing of school or delayed opening due to weather or other conditions is outlined as follows:

1. The decision to close school or delay opening is made by approximately 5:30 a.m. (whenever possible).
2. The township fire sirens are set off at 6:30 a.m., 7:00 a.m. and 7:30 a.m. for the closing of our schools only.
3. Staff and students will be notified by the automated calling system.
4. The school closing/delayed opening announcement is available as follows:

DISTRICT     [www.middletownk12.org](http://www.middletownk12.org)

WKXW         101.5 FM  
[www.nj1015.com](http://www.nj1015.com)

FOX 5-TV     Channel 5  
[www.myfoxny.com](http://www.myfoxny.com)

5. A message will be available by calling 671-3850 as soon as a decision to close or delay opening is determined.

**ABOVE ALL—DO NOT CALL THE MIDDLETOWN TOWNSHIP POLICE DEPARTMENT ABOUT SCHOOL CLOSING. THE POLICE SWITCHBOARD, WHEN TIED UP BY THESE CALLS, CANNOT HANDLE THEIR OBLIGATIONS TO RECEIVE AND RESPOND TO POLICE, FIRE AND FIRST AID EMERGENCY CALLS. REMEMBER, UNNECESSARY CALLS PREVENT ACTUAL EMERGENCIES FROM BEING RESOLVED.**

Your cooperation is appreciated.

MEW/vrn