



TEANECK BOARD OF EDUCATION

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Christopher C. Irving, Ed. D.

Superintendent

TO: 10 and 12-month Staff
FROM: Dr. Christopher Irving
DATE: September 2018
RE: Delayed Opening Start Times

In the event of a delayed opening, all 10 and 12-month staff should adhere to the following schedule:

Start Time

Teachers and Library Paras: 30 minutes **PRIOR** to the delayed start time for respective schools.

Secretarial Staff: 1 hour **AFTER REGULAR** start time for respective school/department.

Operations & Maintenance: Follow directions of your immediate supervisor.

Administrators: As close to regular start time as possible.

If you travel between buildings, and your schedule is such that the delayed opening start time in one school will impact on your work assignment, please speak with your building administrators to determine where you should report.

Please be reminded that the delayed opening should provide more than adequate time for those individuals who, as a result of poor travel conditions, require additional time to commute to work. It is excepted that staff will utilize this time appropriately to ensure prompt arrival.

Anyone reporting after the delayed opening time will be considered late unless extenuating circumstances are recognized. Building principals/department administrators will monitor tardiness on delayed opening days as they do on regular attendance days