

EMERGENCY CLOSINGS REGULATION

Procedures for Unscheduled Dismissal Will Be Set Up in Three Phases

- I. NOTIFICATION OF DRIVERS
- II. NOTIFICATION OF SCHOOLS AND RADIO STATIONS
- III. DISMISSAL SEQUENCE

- I. When the decision to close schools while classes are in session is made by the Superintendent of Schools, or the Superintendent's designee, the head bus driver and the clerk will call drivers to report for the first run which will commence within one (1) hour. The time of first pick up from school will be determined prior to calling the drivers. The drivers will be especially alert to the possibility of being called during periods of bad weather, national emergency, or other emergency conditions.

Radio stations which will be called to announce early school closings are: WGY, WTRY, WROW, WPTR, and WQBK

- II. All district public schools will be notified by Central Office. All radio stations will be notified by Central Office. All non-public schools will be notified by the Bus Garage. To facilitate the notice of closing, the Central Office will call the Blue Creek School to start a chain for district's early elementary schools. This chain shall be: Blue Creek, Boght Hills and Southgate. The second chain shall start at Forts Ferry with Latham Ridge and Loudonville to be called. All other schools shall be notified by the Central Office.

Table I - Notification to Schools and Radio Stations (see attached schedule)

- III. The schools will be dismissed at ½ hour intervals or as close to same as weather or road conditions permit. District public schools will start with Shaker Junior High and Shaker High followed by early elementary schools and late elementary schools.

If an unscheduled dismissal is called after 12:00 noon, the regular dismissal sequence will be followed.

To facilitate this procedure, any calls made into the Bus Garage during this dismissal or other emergency condition, should use the telephone number 785-5812. This is an unlisted pay telephone and will be kept open for incoming calls. Other schools will fall in according to Table II.

Table II - Dismissal Sequence Patterns

Table I - Notification to Schools and Radio Stations

Blue Creek	785-1183	Latham Ridge	785-3250
Boght Hills	785-7452	Loudonville	436-9073
Forts Ferry	785-1507	Southgate	785-1485
Shaker Junior High	785-1341	<u>Albany Schools</u>	
Shaker Senior High	785-5511	Albany Boys Academy	485-1461
Latham Mall	783-3421	Albany Girls Academy	463-2201
Latham Christian Academy	785-5916	Bishop Maginn	463-2247
Loudonville Christian Academy	785-5916	C.B.A.	462-5447
St. Ambrose	785-6453	C.P. Center	489-8336
St. Gregory's	785-6621	Doane Stuart	465-5222
St. Pius	465-4539	Holy Names Academy	438-6553
		Mercy High	482-1110
		Open Bible School	459-6206
		Our Savior's Lutheran	459-2273
		Parsons	447-5211
		St. Casimir's	434-4264
		Hebrew Academy	482-0464
		<u>Guilderland Schools</u>	
<u>Cohoes Schools</u>		Farnsworth Middle	456-6010
St. Agnes	237-8876	Voorheesville	765-2382
St. Marie's	235-5202	Westmere	456-3771
Van Schaick Island Grade School	237-2828	<u>Burnt Hills School</u>	
<u>Troy Schools</u>		Burnt Hills Jr. High	399-1625
Catholic Central High School	235-7100	Hartland School	399-1520
Emma Willard	274-4440	<u>Rotterdam Schools</u>	
LaSalle Institute	283-2500	Jefferson	355-1342
Sacred Heart	274-3655	Mohonason	356-5062
<u>Watervliet Schools</u>		<u>Schenectady Schools</u>	
St. Brigid's	273-3321	Bishop Gibbons	393-3131
Watervliet High School	273-4240	Birchwood-Wildwood	783-1644
<u>South Colonie</u>		Brown School	370-0366
Colonie High School	459-1220	New Life Academy	370-0366
Maywood	456-9060	Niskayuna High School	382-2521
Veeder	869-4661	St. Helen's	382-8225
		Woodland Elementary	370-8280
		Zoller	370-8290

Table II - Dismissal Sequences will be the same before lunch and after lunch.

<u>TRIP 1</u>	<u>TRIP 2</u>	<u>TRIP 3</u>
Shaker High School Shaker Jr. High	Early Elementary Schools Blue Creek School Boght Hills School Southgate School Bishop Maginn School Catholic Central CBA Guilderland Central School LaSalle - Troy Latham Mall (Wildwood) Loudonville Christian Parsons Maria College (Kdg. Only) Our Savior Lutheran Rensselaer Schools Sacred Heart Schenectady Schools St. Ambrose School St. Bridget's School St. Maries (Cohoes Catholic) St. Pius X School Wildwood (Curry Rd.)	Late Elementary Schools Latham Ridge School Forts Ferry School Loudonville School Albany Academy-Boys/Girls CP Center Doane Stuart School Emma Willard School Holy Names School Parker School Rome (Fridays Only) St. Gregory's School

Note: Prior regulation, 6114.1 (a)(c)

September 28, 1987
June 22, 1998