



**2020-2021**

**Comsewogue**

**School District**

**Emergency Closing /**

**Delay / Procedures**

**Handbook**



# PROCEDURES FOR SNOW DAY

## School Closures

In the event that a snow day is necessary, information will be posted on the District website, building websites, Comsewogue Mobile App, and Social Media. A phone call will be made either the night before or the morning of the snow day. See the Emergency Notifications section (last page) of this document for more details.

## Snow Contingency Days

The 2020-2021 calendar allows for 3 snow days.

- **1 Snow Day Used:** Schools open June 1, 2021
- **2 Snow Days Used:** Schools open April 6, 2021 and June 1, 2021
- **3 Snow Days Used:** Schools open April 6, 2021, May 28, 2021 and June 1, 2021
- **4 or more Snow Days Used:** Further communication will follow

## UPK Program

When school is closed due to inclement weather, the UPK Program will be closed.

## Enrichment / Daycare Program

When school is closed due to inclement weather, the Enrichment / Daycare Program will be closed

## CSE / CPSE Meetings

When school is closed due to inclement weather, all CSE and CPSE meetings will be cancelled and re-scheduled.



# PROCEDURES FOR 2-HOUR DELAYED OPENING

## School Start Times

When a 2-hour delayed opening occurs, schools will begin at the following times:

- Comsewogue High School – 9:10 AM (see bell schedule below)
- JFK Middle School – 9:46 AM (see bell schedule below)
- Boyle & Terryville – 11:05 AM
- Clinton & Norwood – 11:50 AM

Students should be at their bus stops 2 hours later than normal. Schools will dismiss at their normal times.

### Comsewogue High School 2-Hour Delay Bell Schedule

Homeroom: 9:10 AM – 9:13 AM  
1<sup>st</sup> Period: 9:13 AM – 9:42 AM  
2<sup>nd</sup> Period: 9:45 AM – 10:14 AM  
3<sup>rd</sup> Period: 10:17 AM – 10:46 AM  
4<sup>th</sup> Period: 10:49 AM – 11:18 AM  
5<sup>th</sup> Period: 11:21 AM – 12:19 PM  
6<sup>th</sup> Period: 12:22 PM – 12:51 PM  
7<sup>th</sup> Period: 12:54 PM – 1:23 PM

### JFK Middle School 2-Hour Delay Bell Schedule

Homeroom: 9:46 AM – 10:16 AM  
1<sup>st</sup> Period: 10:18 AM – 10:43 AM  
2<sup>nd</sup> Period: 10:45 AM – 11:10 AM  
3<sup>rd</sup> Period: 11:12 AM – 11:37 AM  
4<sup>th</sup> Period: 11:39 AM – 12:04 PM  
5<sup>th</sup> Period: 12:06 PM – 12:31 PM  
6<sup>th</sup> Period: 12:33 PM – 12:58 PM  
7<sup>th</sup> Period: 1:00 PM – 1:25 PM  
8<sup>th</sup> Period: 1:27 PM – 2:04 PM  
9<sup>th</sup> Period: 1:54 PM – 2:34 PM

## UPK Program

When a 2-hour delayed opening is in effect, the morning session of the UPK program will be cancelled. The afternoon session will run as normal.

## Enrichment / Daycare Program

In the event of a 2-hour delayed opening, the Extended Day Enrichment Program will begin at 9:00 AM.

## CSE / CPSE Meetings

In the event of a 2-hour delayed opening, all CSE / CPSE Meetings scheduled prior to the following times will be rescheduled:

- **District Office:** 10:30 AM
- **Comsewogue HS:** 9:10 AM
- **JFK Middle School:** 9:46 AM
- **Boyle & Terryville:** 11:05 AM
- **Clinton & Norwood:** 11:50 AM



# PROCEDURES FOR 1-HOUR DELAYED OPENING

## School Start Times

When a 1-hour delayed opening occurs, schools will begin at the following times:

- Comsewogue High School – 8:10 AM (see bell schedule below)
- JFK Middle School – 8:46 AM (see bell schedule below)
- Boyle & Terryville – 10:05 AM
- Clinton & Norwood – 10:50 AM

Students should be at their bus stops 1 hour later than normal. Schools will dismiss at their normal times.

### Comsewogue High School 1-Hour Delay Bell Schedule

Homeroom: 8:10 AM – 8:13 AM  
1<sup>st</sup> Period: 8:16 AM – 8:54 AM  
2<sup>nd</sup> Period: 8:57 AM – 9:33 AM  
3<sup>rd</sup> Period: 9:36 AM – 10:12 AM  
4<sup>th</sup> Period: 10:15 AM – 10:51 AM  
5<sup>th</sup> Period: 10:54 AM – 12:05 PM  
6<sup>th</sup> Period: 12:08 PM – 12:44 PM  
7<sup>th</sup> Period: 12:47 PM – 1:23 PM

### JFK Middle School 1-Hour Delay Bell Schedule

Homeroom: 8:46 AM – 9:12 AM  
1<sup>st</sup> Period: 9:14 AM – 9:47 AM  
2<sup>nd</sup> Period: 9:49 AM – 10:22 AM  
3<sup>rd</sup> Period: 10:24 AM – 10:57 AM  
4<sup>th</sup> Period: 10:59 AM – 11:32 AM  
5<sup>th</sup> Period: 11:34 AM – 12:07 PM  
6<sup>th</sup> Period: 12:09 PM – 12:42 PM  
7<sup>th</sup> Period: 12:44 PM – 1:17 PM  
8<sup>th</sup> Period: 1:19 PM – 2:04 PM  
9<sup>th</sup> Period: 1:54 PM – 2:34 PM

## UPK Program

When a 1-hour delayed opening is in effect, the morning session of the UPK program will be delayed by 1 hour. The afternoon session will run as normal.

## Enrichment / Daycare Program

In the event of a 1-hour delayed opening, the Extended Day Enrichment Program will begin at 8:00 AM.

## CSE / CPSE Meetings

In the event of a 1-hour delayed opening, all CSE / CPSE Meetings scheduled prior to the following times will be rescheduled:

- **District Office:** 9:30 AM
- **Comsewogue HS:** 8:10 AM
- **JFK Middle School:** 8:46 AM
- **Boyle & Terryville:** 10:05 AM
- **Clinton & Norwood:** 10:50 AM



# PROCEDURES FOR EARLY DISMISSAL

## **School Dismissal Times**

Schools will be dismissed earlier than normal depending on the timing and severity of the storm/situation. The exact dismissal times for each school for the particular situation will be posted on our website and social media.

## **UPK Program**

When an early dismissal is conducted, the students in the UPK Program will also be dismissed early and will follow the dismissal times announced by the School District.

## **Enrichment / Daycare Program**

In the event of an early dismissal, the Enrichment / Daycare Program will continue to operate and will be conducted beginning at the close of school, however, it is asked that all children be picked up as soon as possible. Only students originally assigned to the program will be permitted to attend.

## **CSE / CPSE Meetings**

In the event of an early dismissal, all CSE / CPSE Meetings scheduled after the early dismissal time for each school will be rescheduled.



# EMERGENCY NOTIFICATIONS

## How to Receive Notifications

There are many ways that you can receive notifications from Comsewogue School District. Most importantly, we suggest keeping your contact information up-to-date in SchoolTool.

### SchoolMessenger

SchoolMessenger is used to send phone calls, emails and SMS messages. The contact information in this system is pulled directly from SchoolTool, so it is always best to keep your phone numbers and email address up to date.

There is also a SchoolMessenger app available for iOS and Android Devices. In this app, you can access past phone calls and emails sent by the District.

### Mobile App Push Notifications

Our mobile app for iOS and Android devices sends push notifications to your phone. Make sure you have enabled notifications for our app in your device settings.

### Website

Our website will display information on a banner at the top of the home page in addition to an alert overlay on the page.

### Social Media

Comsewogue is on [Facebook](#), [Instagram](#) and [Twitter](#). Follow our pages for up-to-the-minute emergency news and announcements.