

Regulation 3510R

Community Relations

EMERGENCY CLOSINGS

PLEASE NOTE:

Employees, student families, and all those listed below will be contacted using our broadcast call system. In the event that the system was to malfunction, we will use the contact plan outlined below. Announcements will also be sent to all major local TV/radio stations.

Responsibility for School Closings

The Superintendent or his designee is empowered to close the District Schools, delay the opening, or to dismiss students early in the event of hazardous conditions, including weather and other emergency situations, which threaten the safety of students. If the Superintendent is not available, he will designate the Assistant Superintendent for Finance or the Assistant Superintendent of Human Resources to act in his absence.

The Superintendent of Schools for the Diocese of Rochester has authorized the West Irondequoit Superintendent to close all parochial schools in West Irondequoit when closing district public schools because of adverse weather conditions.

Closing prior to the Beginning of School Day (Prior to 6:00 a.m. if possible)

The Superintendent of Schools, Aaron Johnson – 953-0868 (cell) will call The Executive Director of Operations, John Conti – 703-8830 (cell) to obtain information regarding school sidewalks and parking areas.

Alternate: James Brennan 697-4737 (cell) will call Mr. Conti in Dr. Johnson's absence.

If it appears that weather and/or road conditions are hazardous (or if some other emergency exists) and the decision is made to close school, the Superintendent will call:

1. The Superintendent of Schools, East Irondequoit: Mary Grow – 339-1210 (office); 705-5558 (cell) OR Alternate/Backup: Phil Oberst – 339-1220 (office); 482-1018 (home); 451-9156 (cell)
2. Dake School Principal, Troy Bajardi 236-0312(cell) who will call IHS Principal, Alecia Zipp-McLaughlin –313-8564 (cell).
3. Director of Public Information, Jeff DiVeronica – 746-0126 (cell)
4. Director of Athletics, Kim Schon – 353-3302 (cell)
Kim will call Recreation Supervisor Vincent Bray 478-0781 (cell)
5. Board of Education President, Matt Metras 568-7307 (cell)
6. St. Kateri School, Mr. Anthony Reale 225-1774 (cell); 467-8730 (school, after 7:00 a.m.)
7. Superintendent of Monroe #1 BOCES, Dan White – 683-1608 (cell); 383-2200 (BOCES 1)
8. Superintendent's Secretary/Board Clerk, Jenna Lustig, 613-6174 (cell)

9. Town of Irondequoit Supervisor, Andraé Evans (330-1048 – cell)

The Executive Director of Operations, John Conti, will call the Assistant Superintendent for Finance James Brennan 697-4737 (cell).

The Assistant Superintendent for Finance, James Brennan will call:

1. Assistant Superintendent for Human Resources Michelle Cramer (703-6534)
2. Assistant Superintendent for Instruction Chrissy Miga (703-6551)
3. Irondequoit Police (336-6000)
4. Transportation Supervisor Kathy Blair 330-6247 (cell) or; David Williams 405-5375 (cell) who will contact transportation companies.

The Assistant Superintendent for Human Resources, Michelle Cramer will call:

1. Director of Technology, Casey Wagner, 524-7941 (cell)
2. Director of Community Education, Katie Tytler – 671-7593 (cell)
3. Director of Food Service, Betsy LoGiudice – 455-3524 (cell) or 943-1651 (home)
4. 7-12 Director of Student Services, Amy Donk 315-0794 (cell)
5. Director of HNC, Karen Mazzola – 338-3741 (home)

The Assistant Superintendent for Instruction, Chrissy Miga will call:

1. Listwood/Southlawn Principal, Gayle Pavone 307-7529 (cell)
2. Brookview/Seneca Principal, Alicia Spitz – 775-5730 (cell)
3. Briarwood/Colebrook Principal, Brenna Farrell 347-528-4195 (cell)
4. Rogers Principal, Nicholas DiMartino 727-9443 (cell)
5. Iroquois Principal, Christian Zwahlen – 481-0784 (cell)

The Director of Public Information, Jeff DiVeronica, [Alternate: Lindsay Rivazfar] will contact the radio and TV stations, activate the broadcast message telephone system and post on website and social media.

Transportation Supervisor Kathy Blair 330-6247 (cell) or; David Williams 405-5375 (cell)

1. First Student, Kristene Judkins 615-0019 (cell), 342-7665 (office).
2. East Irondequoit CSD – Asst. Director of Transportation Jim Cherrington (857-7010) cell If no answer call the dispatcher 339-1526.
3. Transportation Office, Rochester School District, Wayne Kittelberger 478-0581 (cell) and Stephanie Morrill 261-8631 (cell) before 5:00 a.m.; after 5:00 a.m., 336-4166 or 336-4176 (dispatch). Direct number into Wayne's office is 336-4177. Regarding transportation

for Urban-Suburban students (local U/S office – 249-7045) and Felecia Smith, U/S Director (703-975-3513).

Closing During the School Day

The foregoing sections will apply, with appropriate changes regarding notification to school personnel.

Schools will be notified of the decision to close and will be advised regarding transportation arrangement of Urban-Suburban children, handicapped students transported to district schools, and students transported under the provisions of the district’s transportation policy.

The Secretary to the Superintendent will call:

1. Irondequoit High Ext. 62911 or 266-7351
2. Dake Ext. 62960 or 342-2140
3. Iroquois Ext. 60804 or 342-3450
4. Rogers Ext. 64717 or 342-1330
5. HNC 336-3035

The Secretary to the Assistant Superintendent of Finance will call:

1. Listwood Ext. 61646 or Ext. 61640
2. Brookview Ext. 61636 or Ext. 61630
3. Southlawn Ext. 64722 or 266-5070
4. Evans & McGraw 336-2909 or 336-3144

The Secretary to the Assistant Superintendent for Human Resources will call:

1. Colebrook Ext. 61606 or Ext. 61600
2. Briarwood Ext. 61616 or Ext. 61610
3. Seneca Ext. 61626 or Ext. 61620
4. Urban-Suburban 249-7045 (Felicia Smith cell 703-975-3513)

Phone calls will be made to parents/guardians by the automated phone system, initiated by the Superintendent or designee.

Building Administrator Responsibility

All Levels (K-12)

The building principal, or the individual in charge of the unit, will be responsible for implementing the “Go Home” procedures and for providing supervision for students remaining in the building. A member of the professional staff will remain in the building until all students have left.

Further responsibilities:

1. Special Needs Students Requiring Transportation—the principal, or individual in charge of the unit, will contact the parents/guardian of children requiring transportation. If a parent cannot provide transportation, the principal will notify the Transportation Clerk or alternate.
2. Urban-Suburban Students—the principal, or individual in charge of the unit, will implement the *Go Home Procedures for Urban-Suburban Students*.
3. Students Transported by District—the principal, or individual in charge of the unit, will assume responsibility for students who are transported by the district as advised by the Transportation Office.
4. A staff member will be assigned to receive telephone calls until the building is cleared.
5. The principal in charge of each building will notify the Superintendent of Schools when the building is cleared.

K-8 Level

Students whose parents guardians have filed emergency arrangements for their care will be dismissed if the principal feels that they can reach their destination safely.

All other students will report to an area designated by the principal where they will remain until a parent/guardian can be contacted or other satisfactory arrangements can be made.

9-12 Level:

The high school principal will notify students that school is closed by use of the PA system.

Students (except for handicapped and any other students requiring special transportation) who feel that they can reach their destinations safely will be dismissed.

All other students will report to an area designated by the principal. They will remain in school until a parent/guardian can be contacted or other satisfactory arrangements can be made.

Notification to Students and Parents

Information regarding procedures for school closings due to adverse weather conditions will be issued annually in the August/September issue of the district publication, *The Quote*. This information will also be posted on the district website, www.westirondequoit.org. The building principal will assume responsibility for communicating this information to students and parents new to the district and to their buildings.

Established: 1999

Revised 08-16-11, 08-01-12, 09-06-12, 09-11-12, 01-04-13, 08-14-13, 09-30-13, 02-03-14, 09-15-14, 09-22-16, 05-22-17, 08-24-17, 12-21-17, 01-02-18, 01-04-18, 09-14-18, 02-03-19, 03-04-19, 10-31-19, 07-17-20, 11-06-20, 12-01-20, 08-05-21, 12-16-21, 12-21-21, 08-15-23, 12-06-23, 01-02-24, 01-10-24