



**2023-2024**

**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 our Social Media platforms. 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 2023-2024 calendar allows for 3 snow days.

- **3 Unused Snow Days:** Schools closed March 28, 2024, May 24, 2024 & May 28, 2024
- **2 Unused Snow Days:** Schools closed March 28, 2024 and May 24, 2024
- **1 Unused Snow Day:** Schools closed March 28, 2024

## **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 – 9:41 AM (see bell schedule below)
- Boyle & Terryville – 10:22 AM
- Clinton & Norwood – 11:10 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

1<sup>st</sup> Period: 9:10 AM – 9:36 AM  
2<sup>nd</sup> Period: 9:39 AM – 10:05 AM  
3<sup>rd</sup> Period: 10:08 AM – 10:34 AM  
4<sup>th</sup> Period: 10:37 AM – 11:03 AM  
5<sup>th</sup> Period: 11:06 AM – 11:32 AM  
6<sup>th</sup> Period: 11:35 AM – 12:01 PM  
7<sup>th</sup> Period: 12:04 PM – 12:30 PM  
8<sup>th</sup> Period: 12:33 PM – 1:59 PM  
9<sup>th</sup> Period: 1:02 PM – 1:25 PM  
X-Time: 1:30 PM – 2:05 PM

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

Homeroom: 9:41 AM – 9:52 AM  
1<sup>st</sup> Period: 9:55 AM – 10:20 AM  
2<sup>nd</sup> Period: 10:23 AM – 10:48 AM  
3<sup>rd</sup> Period: 10:51 AM – 11:16 AM  
4<sup>th</sup> Period: 11:19 AM – 11:44 AM  
5<sup>th</sup> Period: 11:47 AM – 12:12 PM  
6<sup>th</sup> Period: 12:15 PM – 12:40 PM  
7<sup>th</sup> Period: 12:43 PM – 1:08 PM  
8<sup>th</sup> Period: 1:11 PM – 1:36 PM  
9<sup>th</sup> Period: 1:39 PM – 2:04 PM  
X-Time: 2:05 PM – 2:35 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:

- **Comsewogue HS:** 9:10 AM
- **JFK Middle School:** 9:41 AM
- **Boyle & Terryville:** 10:22 AM
- **Clinton & Norwood:** 11:10 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 – 8:41 AM (see bell schedule below)
- Boyle & Terryville – 9:22 AM
- Clinton & Norwood – 10:10 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

1<sup>st</sup> Period: 8:10 AM – 8:42 AM  
2<sup>nd</sup> Period: 8:45 AM – 9:17 AM  
3<sup>rd</sup> Period: 9:20 AM – 9:52 AM  
4<sup>th</sup> Period: 9:55 AM – 10:27 AM  
5<sup>th</sup> Period: 10:30 AM – 11:02 AM  
6<sup>th</sup> Period: 11:05 AM – 11:37 AM  
7<sup>th</sup> Period: 11:40 AM – 12:12 PM  
8<sup>th</sup> Period: 12:15 PM – 12:47 PM  
9<sup>th</sup> Period: 12:50 PM – 1:25 PM  
X-Time: 1:30 PM – 2:05 PM

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

Homeroom: 8:41 AM – 8:49 AM  
1<sup>st</sup> Period: 8:52 AM – 9:24 AM  
2<sup>nd</sup> Period: 9:27 AM – 9:59 AM  
3<sup>rd</sup> Period: 10:02 AM – 10:34 AM  
4<sup>th</sup> Period: 10:37 AM – 11:09 AM  
5<sup>th</sup> Period: 11:12 AM – 11:44 AM  
6<sup>th</sup> Period: 11:47 AM – 12:19 PM  
7<sup>th</sup> Period: 12:22 PM – 12:54 PM  
8<sup>th</sup> Period: 12:57 PM – 1:29 PM  
9<sup>th</sup> Period: 1:32 PM – 2:04 PM  
X-Time: 2:05 PM – 2:35 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:

- **Comsewogue HS:** 8:10 AM
- **JFK Middle School:** 8:46 AM
- **Boyle & Terryville:** 9:22 AM
- **Clinton & Norwood:** 10:10 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.

## **Athletics & Extracurricular Activities**

When schools are dismissed early, athletic practices and extra-curricular activities scheduled for that day will be cancelled. If an athletic contest was scheduled for that day, we will do our best to re-schedule the contest for a later date.

# EMERGENCY NOTIFICATIONS

## How to Receive Notifications

There are many ways that you can receive notifications from Comsewogue School District. Most importantly, it is imperative that your contact information is 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 addresses up to date. Contact your child's school if this information needs to be updated.

There is also a SchoolMessenger app available for iOS and Android Devices. By using this app, you can access past phone calls, emails and SMS messages sent by the District. [More information can be found on our website.](#)

### Mobile App Push Notifications

Our mobile app for iOS and Android devices sends push notifications right to your phone. Make sure you have enabled notifications for our app both in your device settings and in the app. [More information can be found on our website.](#)

### Website

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

### Social Media

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