

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION
SCHOOL CLOSING PROCEDURES - INCLEMENT WEATHER AND OTHER EMERGENCIES**

SOUTHERN ADIRONDACK EDUCATION CENTER SERVICE AREA

A. Closing Guidelines for the Southern Adirondack Education Center

The District Superintendent or designee will make the final decision to close or delay opening the center based on consultation with the Superintendents of Hudson Falls Central, Queensbury Union Free and South Glens Falls Central School Districts. Whenever the Southern Adirondack Education Center is closed or has a delayed opening, all instructional classes held at the Dix Avenue Campus will be delayed or cancelled for that day. The guidelines for delaying or closing the Southern Adirondack Education Center due to inclement weather or other emergencies are as follows:

1. Whenever two of the three surrounding school districts (Hudson Falls Central, Queensbury Union Free and South Glens Falls Central) are closed or have a delayed opening for students due to inclement weather, the District Superintendent or designee will make the decision whether to close, have a delayed opening, or remain open.
2. When, in the judgment of the District Superintendent or designee, in consultation with the Supervisor of Buildings and Grounds it is prudent to close or delay opening even though the three surrounding school districts may remain open and/or delay, the District Superintendent will make a decision or his designee will make a recommendation to the District Superintendent including the rationale for the recommendation.
3. The District Superintendent or his designee will establish a procedure to be in communication with the Superintendent of Schools (or designee) of the Hudson Falls Central, Queensbury Union Free and South Glens Falls Central School Districts in order to receive up-to-date information on the plans to delay or close for those three districts.
4. Once the decision to delay or close is made, the designated members of the administrative cabinet will be contacted, the media will be notified, and the emergency calling network will be activated.

B. Closing Guidelines for Off-Campus Locations Serviced by the Southern Adirondack Education Center

For off-campus instructional programs that fall within the Southern Adirondack Education Center service area, the following guidelines will be used:

1. If the Southern Adirondack Education Center is closed due to a site-specific emergency (i.e. no power/water) then only the site affected will be closed and all unaffected off-campus locations serviced by the Southern Adirondack Education Center will remain open.
2. BOCES instructional staff and classes in rented rooms in schools operated by component school districts will close or delay only if the host school district closes or delays. During the 2018-19 school year the following BOCES locations fall into this category:

Fort Ann
Fort Edward
Granville
Hudson Falls (including Burgoyne Avenue instructional staff)
South Glens Falls

3. Instructional/school support services programs held in BOCES rented facilities that fall within the Southern Adirondack Education Center service area and are not located in schools operated by component school districts will be closed or delayed whenever the Southern Adirondack Education Center is closed. During the 2018-19 school year the following locations fall into this category:
 - Sanford Street Teaching and Learning Center in Glens Falls (including New Visions)
 - South Street Adult Education Center in Glens Falls
 - Washington Street Teaching and Learning Center in Fort Edward
4. BOCES staff who are assigned to a component school(s) on the day of a BOCES closing will report to the component school, if the component school is open.

F. DONALD MYERS EDUCATION CENTER SERVICE AREA

A. Closing Guidelines for the Myers Education Center

The District Superintendent or designee will make the final decision to close or delay opening the center based on consultation with the Superintendents of Ballston Spa Central, Saratoga Springs City and Schuylerville Central School Districts. Whenever the Myers Education Center is closed or has a delayed opening all instructional classes held at the Henning Road Campus will be delayed or cancelled for that day. The guidelines for delaying or closing the Myers Education Center due to inclement weather or other emergencies are as follows:

1. Whenever two of the three surrounding school districts (Ballston Spa Central, Saratoga Springs City and Schuylerville Central) are closed or have a delayed opening for students due to inclement weather, the District Superintendent or designee will make the decision to close, have a delayed opening, or remain open.
2. When, in the judgment of the District Superintendent or designee, in consultation with the Supervisor of Building and Grounds, it is prudent to close or delay opening even though three surrounding school districts may remain open and/or delay, the District Superintendent will make a decision or his designee will make a recommendation to the District Superintendent including rationale for the recommendation.
3. The District Superintendent or designee will establish a procedure to be in communication with the Superintendent of Schools (or designee) of the Ballston Spa Central, Saratoga Springs City and Schuylerville Central School Districts in order to receive up-to-date information on the plans to delay or close for those three districts.
4. Once the decision to close is made, designated members of the administrative cabinet will be contacted, the media will be notified, and the emergency calling network will be activated.

B. Closing Guidelines for Off-Campus Locations Serviced by the Myers Center

For off-campus instructional programs that fall within the Myers Education Center service area, the following guidelines will be used:

1. If the Myers Education Center is closed due to a site-specific emergency (i.e. no power/water)

then only the site affected will be closed and all unaffected off-campus locations serviced by the Myers Education Center will remain open.

2. BOCES instructional staff and classes in rented rooms in schools operated by component school districts will close or delay only if the host school district closes or delays. During the 2018-19 school year the following BOCES locations fall into this category:

Saratoga Springs (Dorothy Nolan)

3. Instructional/school support services programs held in BOCES rented facilities that fall within the Myers Education Center service area and are not located in schools operated by component school districts will be closed or delayed whenever the Myers Education Center is closed. During the 2018-19 school year the following locations fall into this category:

Gick Road

4. BOCES staff who are assigned to a component school(s) on the day of a BOCES closing will report to the component school, if the component school is open.

BOCES ADULT EDUCATION PROGRAMS

The determination to close or cancel BOCES Adult Education classes will be made in consultation with the Program Supervisor and District Superintendent or designee.

BOCES ADMINISTRATIVE OFFICES

All BOCES administrative offices will remain open when the Southern Adirondack and Myers Education Centers are closed to students. (This includes Center offices, Gick Road, Burgoyne Avenue and off-campus facilities used by BOCES in which administrative offices are located).

Staff assigned to offices are expected to make a reasonable effort to arrive as close to the starting time as possible. Under extremely unusual circumstances the District Superintendent may delay opening or close all BOCES facilities, including offices.

Approved/Revised: 8/21/13
Revised: 5/07/14
Revised: 8/26/14
Revised: 9/29/15
Revised: 9/07/16
Revised: 8/30/17
Revised: 8/23/18