



THE NEW YORK CITY DEPARTMENT OF EDUCATION
TOWNSEND HARRIS HIGH SCHOOL AT QUEENS COLLEGE

149-11 MELBOURNE AVENUE FLUSHING, NEW YORK 11367
Tel. #: (718) 575-5580 Fax #: (718) 575-1366
Thomas Cunningham, Principal Howard Kwait, A. P. Organization

November 2005

RE: Procedures on Days with Citywide Emergency Conditions or on Major Storm Days

Dear Parent/Guardian:

This letter is being sent to you to explain the procedures we follow in the case of a day with citywide emergency conditions or a major storm day. The Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. This announcement is made in consultation with other city officials. All authorized delayed openings will result in the regular starting time being two hours later.

By 6:00 AM, the decision is announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at <http://www.nycenet.edu/>) and on the following radio stations in the city: WINS (1010 AM), WCBS (88 AM), WLIB (1190 AM), WBLS (107.5 FM), WNYE (91.5 FM), as well as the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25), Univision (Channel 41), and "NY 1" (Channel 1 on cable television). Major radio news stations, such as WINS (1010 AM) and WCBS (880 AM), should be listened to on portable radios in the event of a major blackout.

- The school telephone number to call is 718-575-5580.
- The regular school hours are 8:00 AM to 3:30 PM.
- If there is an authorized delayed school opening the school hours will be 10:00 AM to 2:30 PM.
- The Parent Coordinator for this school is Winnie Hallex:
Office # - 718-575-5580 X 344
Mobile # - 347-563-4509

When there is an authorized citywide school closing or delayed school opening, the following will be cancelled unless the chancellor makes an announcement to the contrary: All field trips, all after-school programs (including Community-Based Organization after-school programs on public school sites), and all after-school program transportation (including transportation to after-school programs at Community-Based Organization sites).

When there is an authorized citywide delayed school opening, school buses will run, but their arrival times will be delayed by two hours. Morning pre-kindergarten programs within public schools will be cancelled.

It is expected that when there is delayed opening, students will be in school until their regular dismissal time. However, if citywide emergency conditions or a storm worsen, the Chancellor may have to announce an early dismissal. The Chancellor will notify bus services of the early dismissal schedule. You should advise your child to tell the teacher if no one is at home at the time of an authorized early dismissal. You should have plans in place with a relative, friend, or neighbor in case your child is released early and you will not be at home to care for him or her. Your child should know of this plan. Please note that you must have listed that relative, friend, or neighbor on the school's "BLUE EMERGENCY CONTACT CARD" because schools are not authorized to release pupils to persons not listed on that card. You should make certain that the card is up-to-date. If your child takes a school bus, school staff will remain in school with the bused children until buses arrive for dismissal or until your child is picked up.

If you have a child with a disability, you should use your discretion in deciding whether to send him or her to school when there is a delayed opening. If your child has medical or other health issues requiring nursing or other services during the school day, including services requiring a nurse or paraprofessional to ride on the bus, you should consider not sending your child to school. Please be reminded that your child will not be picked up if a nurse or paraprofessional who is required to ride with him or her is not aboard the school bus.

Again, contact the 311 Information Line, access our website Home Page at <http://www.nycenet.edu/> and listen to the radio or television stations listed above for information.

Thank you for your cooperation.

Sincerely,
Thomas Cunningham
Principal