

EMERGENCY

2009-2010 SCHOOL CLOSING PROCEDURES

Saint Joseph School will use email and telephone notification system for school closings/delays; otherwise, TV and radio announcements for school closings and delays will be made under:

ST. JOSEPH, Crescent Springs

A separate media announcement will be made under this name on each day that Kenton County makes an announcement. If you hear Kenton County announced, it is a key to listen for our own announcement. The announcement will be made in one of the following forms:

One hour delay

Two hour delay

Closed

NOTE: It is very important that you listen for Kenton County's plan in order to determine whether or not we have bus service. If Kenton County is open, we will be open with bus service. If Kenton County is closed we **could** be open **without bus service**.

Immediately before bringing your children to school, be sure to monitor TV/radio/Phone/E-mail for a possible change to *closed* or to *no bus service*.

When it becomes necessary to close school or delay starting time, St. Joseph School will follow this procedure:

1. Whenever Kenton County schools are open and buses are available, regular time or delayed, St. Joseph School will operate on the Kenton County schedule. That is, if Kenton County is operating on a one or two hour delay, St. Joseph School will operate on a one or two hour delay and will be announced under: "St. JOSEPH, Crescent Springs." If Kenton County is operating their buses, St. Joseph's will always make use of their transportation services. The only problem in this area is if Kenton County should make a decision to close school after a delay has been announced. St. Joseph School's decision will be broadcast as to whether or not to remain on the delay (without bus service) or close. If Kenton County announces they are closed and St. Joseph's decides to remain open, private transportation then becomes necessary.
2. Whenever private transportation is the case, each parent must make his/her own decision as to the hazards involved in getting to and from school. If you feel it is too hazardous to attempt getting to school, please do not make the attempt. However, absences from school will be recorded as such in the attendance register.
3. **Early Dismissals:** There may be occasions when the school is informed that the buses will come early for dismissal. **Please arrange ahead of time a location your child can go to in the event that you are not at home.** Early dismissals are announced through the school telephone notification system and email. Please do not call the school to see if we are dismissing early.

PLEASE KEEP THIS PAPER FOR FUTURE REFERENCE!

PRIVATE TRANSPORTATION INSTRUCTIONS ARE ON THE BACK.

OVER, PLEASE →

INSTRUCTIONS FOR PRIVATE TRANSPORTATION

When bus service is not available, please **enter the premises via Western Reserve to the Lorraine Avenue entrance, both in the morning and afternoon.**

PLEASE CARPOOL WITH YOUR NEIGHBORS!

Arrival 7:00 - 7:19 A.M.

- All cars arrive via Western Reserve to Lorraine Avenue. Enter our first driveway.
- Follow the directions of our traffic personnel as you arrive on campus to either:
 - Turn right just before the Crawford Center (gym) to drop off passengers **OR**
 - Drive around the gym to drop off passengers at the back of the building.

Teachers and volunteers will be available to assist the children into the building.

Dismissal – All cars to arrive no later than 1:50.

BE CERTAIN THAT YOUR CHILDREN ARE AWARE OF WHICH AREA THEIR RIDE WILL BE IN FOR PICK UP!

All cars arrive via Western Reserve to Lorraine Avenue. Enter the driveway indicated below:

First driveway (Area #1)

Crawford Center lot: Students who ride bus numbers 23, 30, 141, 171, and 179.

Second driveway (Area #2)

Church lot: Students who ride bus numbers 13, 21, 24, 156, 164, **AND** those who are always car riders.

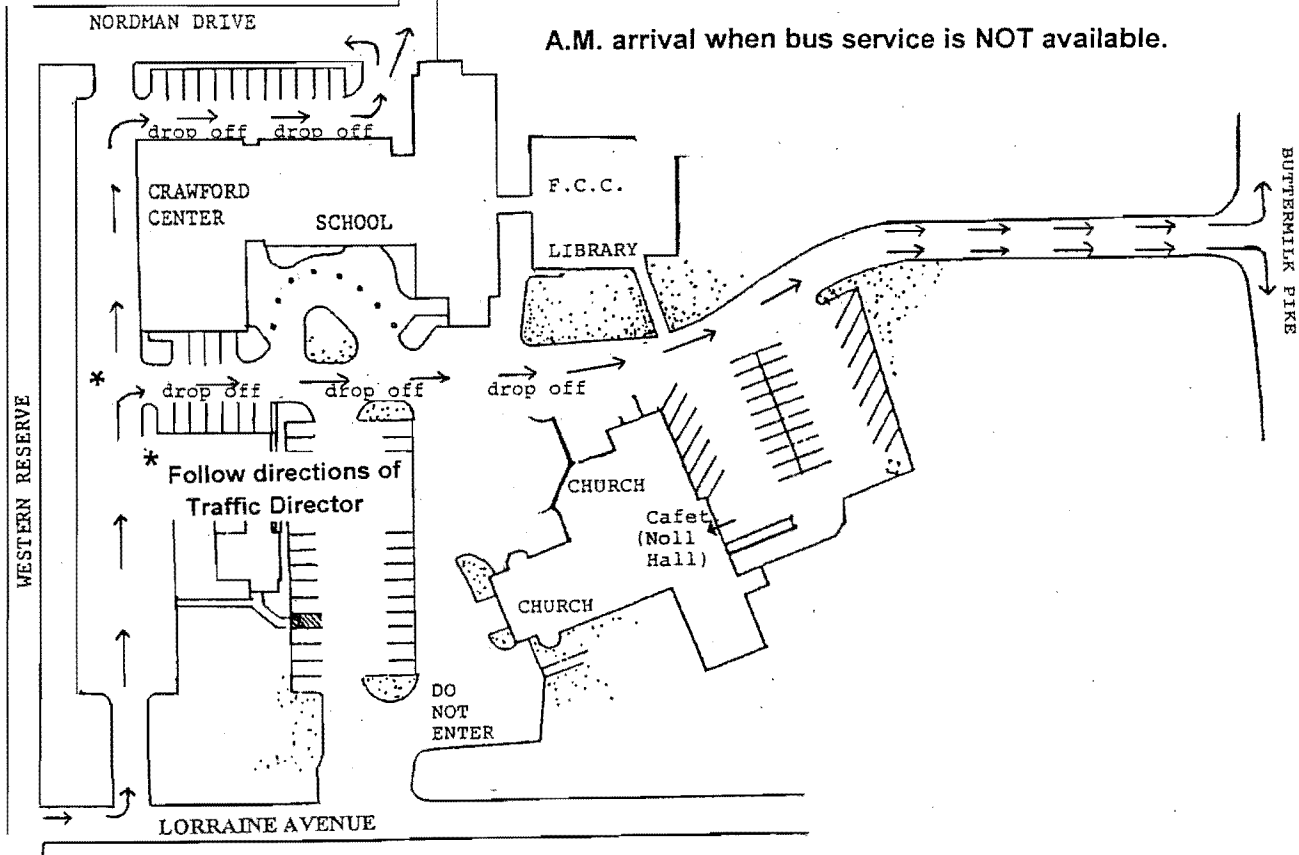
Walkers will be dismissed after all traffic has been cleared.

- Please arrive ***no later than 1:50***. This will allow us time to have all cars parked before we begin dismissing students.
- The students will walk through their assigned parking area to find their ride. Please stay with your car! You may stand next to your car, but do not move away from it! Your child will come to you!
- All cars must leave when dismissed. If your child has not come out, you will need to leave the parking lot and circle around the block to re-enter campus.
- No children will be dismissed to cars parked outside the school premises on surrounding streets or other properties.

Enter via
Lorraine Avenue
ONLY!

A.M.

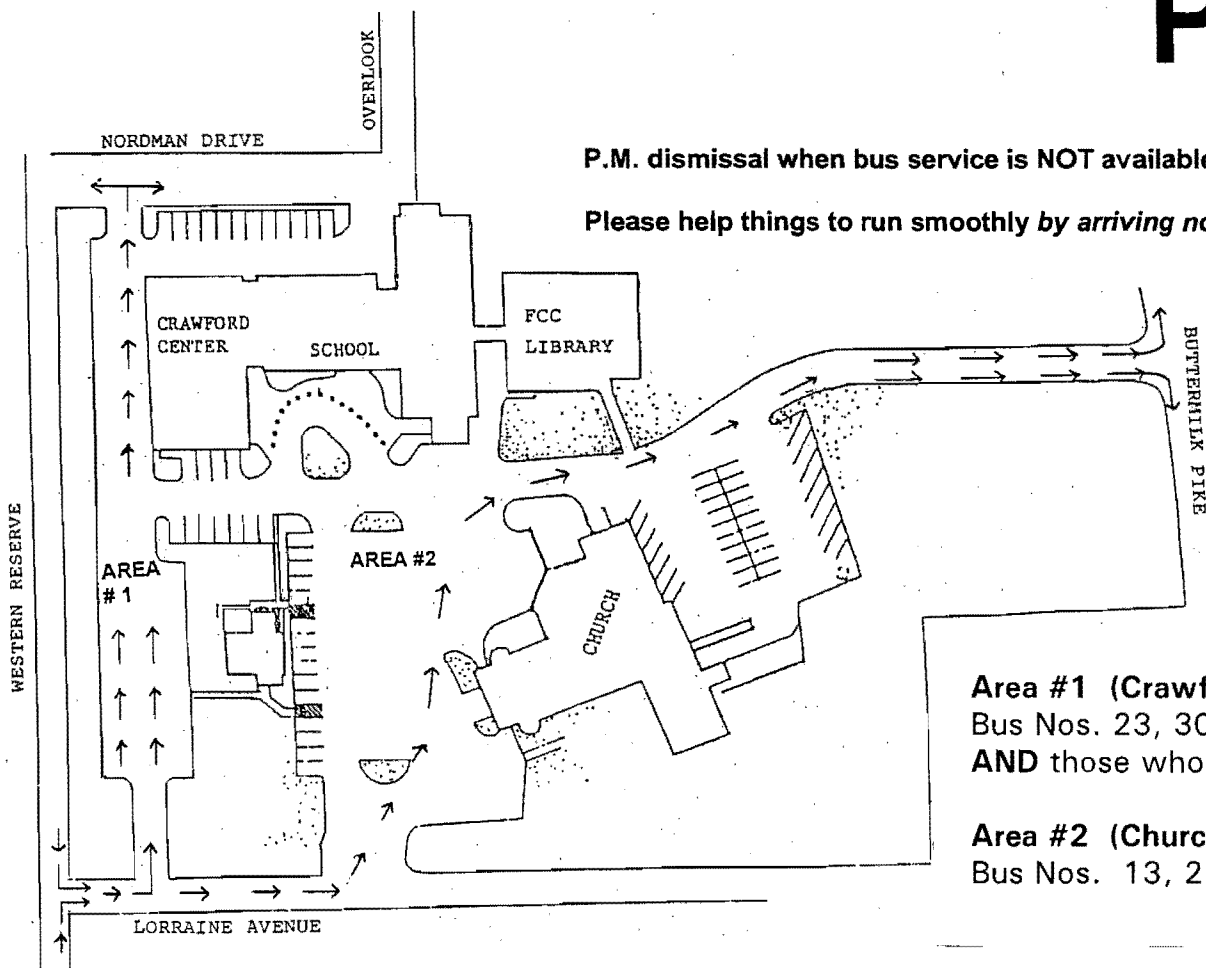
A.M. arrival when bus service is NOT available.



P.M.

P.M. dismissal when bus service is NOT available

Please help things to run smoothly by arriving no later than 1:50.



Area #1 (Crawford Center Lot):
Bus Nos. 23, 30, 141, 171 and 179
AND those who are always car riders

Area #2 (Church Lot):
Bus Nos. 13, 21, 24, 156, and 164