

## memorandum . . .

**TO:** All Schools/Departments/Trustees  
**FROM:** Dennis Pottage, Superintendent/CEO  
**DATE:** October 22, 2010  
**RE:** **Procedure with Respect to Emergency School Closing and/or Cancellation of Transportation During Severe Weather Conditions**

**Principals, Directors, and Managers,** please ensure that **ALL** staff members and parents/students are aware of the following.

In the event that it is necessary to close schools and/or cancel transportation because of severe weather conditions, the following procedure will be followed:

1. The decision to close schools and/or cancel transportation will be made by the Superintendent in consultation with the Director of Transportation.
2. The decision to close, if it is made, will be conveyed to the Director of Transportation in Sunrise S.D. for all affected Springfield students.
3. The decision will be communicated to the media and will be placed on our divisional website:

<b>CBC AM 990 &amp; FM 98.3</b>	<b>CFWM FM 99.9 BOB FM</b>
<b>CJOB AM 680</b>	<b>CHIQ FM Groove 94.3</b>
<b>CJKR FM Power 97</b>	<b>Clear FM 102.3</b>
<b>CKMM FM Hot 103.1</b>	<b>CITI FM 92.1</b>
<b>CFRW AM 1290</b>	<b>QX104 FM 104.1</b>
<b>CKSB (French) FM 90.5</b>	<b>Envol 91 (French)</b>
<b>CTV News</b>	<b>CityTV</b>
4. Everyone is asked to listen to the media for announcements regarding school closing and/or cancellation of transportation.
5. If it is necessary to close schools or bus students home **early** during the school day because of severe weather conditions, schools will be contacted by phone by the Superintendents Department.
6. In the event that transportation is cancelled in the morning, this cancellation will apply for the whole day.

**Processes specific to school bus transportation cancellation are found in Policy EEAEF.**

**PLEASE NOTE:** On stormy days when student transportation is cancelled but schools are open, it is expected that all staff will be in attendance.