



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD
Lighting the Way ~ Rejoicing in Our Journey

MEMORANDUM

To: Secondary Principals and Vice Principals

cc: Secondary School Secretaries
Executive Council
Kent Orr, General Manager, CLASS

From: Scott Johnson, Superintendent of Education

Date: June 7, 2016

**Re: CONTINGENCY PLAN – SECONDARY EXAM SCHEDULE
JUNE 23 TO JUNE 29, 2016**

The St. Clair Catholic and Lambton Kent district school boards have developed the following contingency plan, which is to be followed in the event of disruptions to the upcoming examination schedule, due to fog.

- If severe fog occurs, buses transporting secondary students of the St. Clair Catholic and Lambton Kent district school boards will be delayed by two (2) hours.
- This applies only to the area of the district in which fog is occurring. (i.e., busing delays due to fog in any of Zones 1 through 4 will result in a delay of exams at St. Patrick's; delay of buses in any of Zones 5 through 8 will result in a delay of exams at Ursuline College.) All other buses will run as normal.
- If conditions do not improve the delayed secondary routes will be cancelled and exams cancelled for the day. Again, this applies only to the area of the district affected. (i.e., cancellation of buses in any of Zones 1 through 4 will result in cancellation of exams for the day at St. Patrick's; and cancellation of buses in any of Zones 5 through 8 will result in cancellation of exams for the day at Ursuline College.) A decision will be made and posted by 7:30 a.m. if buses are going to operate.
- In the event of fog, elementary buses in the affected zone(s) will be cancelled in the morning, per policy; however, all buses – elementary and secondary – will run at the end of the day, as normal.

In the event of inclement weather, students and parents should listen to local radio stations for announcements regarding transportation and the exam schedule or visit www.schoolbusinfo.com

Thank you in advance for reviewing these contingency plans with your staff and students.