



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

## MEMORANDUM

To: Secondary Principals and Vice Principals

cc: Secondary School Secretaries  
Kent Orr, General Manager, Transportation  
Dan Parr, Director of Education  
Todd Lozon, Supervisor – Communications and Community Relations

From: Ann Sutton, Superintendent of Education  
Deb Crawford, Superintendent of Education

Date: January 8, 2015

Re: **CONTINGENCY PLANS - SECONDARY SCHOOL EXAM SCHEDULE**

The St. Clair Catholic District School Board and the Lambton Kent District School Board have developed the following plan, which is to be followed in the event of disruptions to the examination schedule due to severe weather or fog.

### Exams

- In the event that inclement weather forces the cancellation of buses in any of Zones 1 through 4; exams at all Sarnia-Lambton secondary schools will be cancelled for the day and the exam schedule will be pushed back one day.
- In the event that inclement weather forces the cancellation of buses in any of Zones 5 through 8; exams at all Chatham-Kent secondary schools will be cancelled for the day and the exam schedule will be pushed back one day.
- In the event that fog causes a disruption to transportation in any of Zones 1 through 4; exams at all Sarnia-Lambton secondary schools will be delayed for two hours.
- In the event that fog causes a disruption to transportation in any of Zones 5 through 8; exams at all Chatham-Kent secondary schools will be delayed for two hours.

### Transportation in the event of fog

- In the event of fog, elementary buses in the affected zone(s) will be cancelled, per policy.
- In the event of fog, buses for secondary students in the affected zone(s) will be operated at a two hour delay and exams will proceed with a two hour delayed start time. If conditions do not improve the delayed secondary routes will be cancelled and exams cancelled for the day. A decision will be made and posted by 7:30 a.m. if buses are to be operated.
- All buses, elementary and secondary, will run at the end of the day, as normal.

### Classes on the Last Day of the Semester

If buses are cancelled due to inclement weather on the last day of the semester, Thursday, January 22, 2015, exams **will begin on Friday, January 23, 2015 as scheduled.**

### More than One Day of Cancellations During Exam Week

If buses are cancelled for two (2) or more days during exam week, Senior Administration will determine appropriate action to address lost time and second semester start up.

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](http://www.schoolbusinfo.com)

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