



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 1
Policy Section School	Identification SCH-1038

SCHOOL CANCELLATION

When transportation is cancelled prior to school opening it is cancelled for the day. Trinity Christian School will automatically cancel transportation and close the school when the Halton Board of Education cancels its transportation. The Transportation Committee together with the Principal and the Bus Company reserve the right to cancel transportation and school in questionable weather circumstances if it is deemed safer for the children.

The decision to cancel buses and close the school before the start of a school day will be made prior to 7:00 a.m., the following radio/television stations will be informed:

- CHML (900 AM , KLITE (102.9 FM)
- Television Stations: CHTV Morning
- Also the school's web site will be updated immediately to reflect the cancellation and a message will be sent to all parents on the school's e-mail list.
- The school's answering machine will be updated to reflect the cancellation.

The Transportation Committee will inform the principal and the Bus Company of the cancellation after which the Call Relay lists are activated and all parents are responsible to cooperate with the call list procedure.

At the beginning of the school year, all families will receive a Call Relay List of names of families who share the same bus or who walk to school. If school is to be cancelled due to poor weather, the school will call the first family on each list, who will then proceed to start a chain of calls down the list. Everyone is expected to contact the next family on their list. If they can't be reached, then the next family after that one should be contacted in order to keep the list moving.

The decision to cancel school is made by the Transportation Committee, in consultation with the Principal. Generally if Halton Public and Separate School Boards cancel their buses, Trinity's buses will be cancelled and school will be closed.

If you have not been contacted and need to know quickly, tune in to radio station CHML (dial 900 AM), K-LITE FM (dial 102.9 FM) or CHTV for an announcement about school cancellation. The message on Trinity's call-message will also be changed to reflect the cancellation. These notices will be posted by 7:30 a.m.