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# *Saanich Schools*

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2125 Keating Cross Road, Saanichton, BC, Canada V8M 2A5

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September, 2012

To: Parents/Guardians of Elementary and Middle School Students

## RE: EMERGENCY SCHOOL CLOSING PROCEDURES

The emergency closing of a school is a rare occurrence; nevertheless, circumstances such as a heavy snowfall or an extended power failure can demand that such a decision be made. It is important that you are aware of the procedures, outlined below, should such an emergency closure become necessary.

1. The school district will provide information to the media when schools are being closed. There will not be media releases when schools are open and operating.
2. The following radio stations will be provided with closure details for immediate broadcast: CFX (1070 AM), CKKQ (The Q - 100.3 FM) and CBC Radio (90.5 FM).
3. If a school closure decision is made when a school is in session, students will be permitted to leave school only after contact has been made with a parent/guardian or a person pre-authorized by a parent/guardian. If contact is not possible, school administrators will make appropriate arrangements.

As necessary, special arrangements will be made for students with special needs.

An early bus run will be organized if road conditions permit.

If a school closure decision becomes necessary, your understanding, tolerance and cooperation will be most appreciated. If you have concerns regarding the above procedure, please call the principal of your child's school to enable him or her to consider the matter before an emergency occurs.

Yours truly,



Keven Elder  
Superintendent of Schools

KE/klg

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