

Inclement Weather Bus Transportation Cancellation Policy

Safe transportation to school is paramount for all students, parents, and staff. The decision to cancel bus transportation or maintain normal bus transportation operating procedures must balance the safety of all involved with the need to operate the school normally when it is deemed reasonably safe to travel. It is with these principles in mind that the following guidelines and procedures have been established.

General

The decision to cancel or delay bus transportation is the responsibility of the Principal. If bus transportation is cancelled for the entirety of the school day, the school will not be open. If bus transportation is delayed, the school will open in accordance with the new start time. The new start time will be communicated during the 6:00 a.m. call.

Procedure

- 1) The decision to cancel or delay transportation due to inclement weather is the responsibility of the Principal. The Principal will contact the school's bus service provider, monitor weather reports, and contact any other relevant sources of information needed to make a final decision.
- 2) By 6:00 a.m., the Principal will contact the Office Administrator, the Before & After School Coordinator, and the Director of Communications to inform them that school is cancelled (or delayed) and that bus transportation is being cancelled (or delayed).
- 3) The Office Administrator will then contact all parents and staff using an automated phone service that contacts all parties at the same time, informing them of the decision.
- 4) The Director of Communications will update the school website and social media (Facebook) to reflect the decision made.
- 5) The Office Administrator will also contact all relevant parties contracted to provide services for the school day (lunch services, property maintenance, music lessons, etc.)