Administrative Procedures Manual AP 5-000 – Human Resources

Western School Division │ Administrative Procedures Manual 1

Western School Division is concerned about the safety of students, staff, and visitors in our schools. Occasionally
weather and road conditions deteriorate to the point where the school division may need to cancel classes or close
schools.
The responsibility for determining the need to cancel classes and/or close schools (AP 7-510) rests with the
Superintendent in consultation with the Supervisor of Operations. The Superintendent will inform Trustees of the
rationale.
Classes Cancelled (K – 12) – No students shall report to school.
Classes Cancelled (Morden Adult Education Centre) – Since bus transportation is not a means of transportation for
students at the Morden Adult Education Centre, the cancelling of buses does not affect the operating hours or the
staffing of the Morden Adult Education Centre.
Schools Closed (K – 12) – No students shall report to school.
Schools Closed (Morden Adult Education Centre) – Morden Adult Education Centre will be closed to students.
STAFF NOTIFICATION