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TO: Morning News Producers, News Editors, Assignment Desks and Interested Persons

FROM: Joe Kohn | 313-237-5943

DATE: January 7, 2010

RE: Catholic School Closings Due To Weather-Related Conditions

As the winter weather begins to affect routines, schedules, and activities, it seems the appropriate time to remind you and your staff of the procedure for the closing of Catholic schools in the City of Detroit and in the 6 counties of the Archdiocese of Detroit due to inclement weather.

Please note:

The principals of city, suburban and rural Catholic schools are empowered to close their individual schools due to weather-related conditions. Each school principal decides individually and independently. The closing of a Catholic school MAY OR MAY NOT correspond to city and/or county public school closings.

Further, it is also the responsibility of the individual Catholic school principal to notify the local media should the decision be made to close a school.

Parents are instructed where to tune to get the information. It may be one radio station, it may be one TV station, it may be one of each...again, this is determined by the school administration.

Neither the Communications Department, nor the Office of Catholic Schools at the archdiocese can verify or confirm the information given to you - or another radio or TV station - by an individual school administrator. Principals do not report school closings to the archdiocese until the end of the school year.

We thank you for providing this important community service.

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