

Administrative Procedure 131

General Administration

EMERGENCY CLOSURE

BACKGROUND

The superintendent has been given the responsibility to authorize the temporary closure of the school facilities in emergency situations, which includes but is not limited to, inclement weather.

PROCEDURES

1. General

- 1.1 A decision to close the school shall normally be made by the principal in consultation with the superintendent.
- 1.2 School closure means the school facility is closed to students and staff.
- 1.3 The cancellation of bus service will normally, but not necessarily, mean the school is closed.
- 1.4 The principal shall ensure that adequate supervision is in place for the care of students who arrive or are in attendance when the school is closed.
- 1.5 Staff will be paid whenever the school is closed and personal or sick leave will be waived.
- 1.6 Normally, a decision to close the school shall be made prior to the time students are being conveyed to school. In extra-ordinary circumstances, the school may be closed prior to regular dismissal time.

2. Parents' Responsibilities

- 2.1 Become familiar with the communication procedures the school will follow in case of a closure and actively seek out announcements if a school closure appears to be a reasonable possibility.
- 2.2 Ensure their children are appropriately dressed for weather conditions.
- 2.3 If parents are not at home, arrange for and notify the school of an alternative place for their children to go in case of school closure.
- 2.4 For children who are bussed, transport their children home in the event bus services are suspended.

3. Principals' Responsibilities

- 3.1 Communicate emergency closure procedures with staff and parents on an annual basis.
- 3.2 Announce the closure or early dismissal of the school by contacting media outlets such as:
AM Radio 660 News, CHQR 770 and CBC 1010; Local TV stations: CTV, Global, CBC and CityTV.
- 3.3 Announce the closure of the school by telephone fan-out to all staff members, and when possible, to expected school visitors.
- 3.4 When possible, announce the early dismissal and, if necessary, the closure of the school by email communication to all parents and on the school's website.
- 3.5 Provide supervision for students if buses cannot operate safely on the trip home.

- 3.6 Direct the suspension of bus services due to inclement weather or hazardous road conditions at any time, in consultation with the bus company and/or individual drivers.

Legal Reference: *Education Act*
Cross Reference: Charter Board Policy, Role and Responsibilities of the Superintendent
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