



Section: School Operations
Policy #: 5600
Policy: **School Closures**

Date Approved: April 23, 2015
Revision Dates:

PURPOSE:

Unusual circumstances or conditions may necessitate emergency school closures to protect the health and safety of students and staff.

While all situations cannot be fully covered schools should have a plan in place which take into account the various home situations e.g. both parents working, the age of the students, availability of transportation, etc.

POLICY:

Each school will develop and maintain clear and detailed school closure procedures for both anticipated and unanticipated closures.

In emergencies school(s) may be closed by the Principal or Superintendent of Schools where, in their judgment, the circumstances warrant the closure.

PROCEDURES:

Each school will develop school procedures to include, but not be limited to, the following:

Anticipated Closures (Inclement Weather)

1. Should it appear that the schools may be closed due to inclement weather, an announcement will be broadcast on radio between 7:00 a.m. and 8:00 a.m. on the morning of the closure and continue each morning at the same time for the duration of the closure.

Unanticipated Closures (Power Outage/Inclement Weather/Gas Leak etc.)

2. In the event of an unanticipated closure during school hours, the following will apply:
 - The Principal, in consultation with the Superintendent whenever possible, will determine the point at which the school will be closed and the students dismissed.
 - For situations that require immediate closure i.e. Gas Leak, schools are to notify the Superintendent as soon as possible.
 - In the event of an early dismissal the principal shall ensure that all children are safely released into the care of the parent/guardian.

When schools are closed for reasons other than the existence of conditions that present a hazard to the safety of staff, staff shall be expected to work regular hours unless excused by the principal.