

Administrative Procedure 102

School Operations

EMERGENCY CLOSURE

Background

The Board is responsible for ensuring that the school shall remain open to students during the times and dates established by the Board. The Board is also responsible for taking appropriate action to respond to unusual or emergency circumstances which may affect the safety and well-being of students, employees, contractors and all other present in the school.

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 charter 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 transported to school. In extraordinary 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 use charter bus transportation, transport their children home in the event charter 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 local media outlets.
- 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 if charter 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 transportation service provider.

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