



### **Rationale**

Situations arise where it is necessary to close the school(s):

- To preserve the safety and well-being of the students and employees in adverse conditions of an extreme nature (e.g. severe weather conditions).
- To release the students and employees from school where the circumstances are such that instruction cannot be carried out in the immediate future (e.g. power outage).

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 and/or Superintendent of Schools where, in their judgment, the circumstances warrant the closure.

### **Regulation**

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

#### Anticipated Closures (Inclement Weather)

1. Should it appear that the schools will be closed due to inclement weather, an announcement will be placed on the school websites by 6:30 am. As soon as possible after the decision has been made:
  - The decision will be broadcasted on local radio stations.
  - The Principal or Designate will send an automated message to parents/guardians using the school's automated messaging system.
2. Should there be need for the school to be closed for consecutive days, such decisions will be made each individual day, following the same procedure as the first day.

#### Unanticipated Closures (Water Issues/Power Outage/Inclement Weather)

3. In the event of an unanticipated closure during school hours, the following will apply:



# EMERGENCIES

## SCHOOL CLOSURES

- In the event of a power outage or water issue, students may be kept for one hour and then dismissed if the situation has not been satisfactorily resolved or
  - In the event of the onset of severe weather, the Principal and/or Superintendent will determine the point at which the school will be closed and the students dismissed.
  - As soon as possible after the decision has been made:
    - The decision will be broadcasted on local radio stations.
    - The Principal or Designate will send an automated message to parents/guardians using the school’s automated messaging system.
4. In the event of such an early dismissal as noted in #3. the Principal and/or staff on site shall ensure that all children are picked up by people authorized to do so.
5. Decisions and announcement regarding the continued closure of the school will be made by 6:30 am each morning following the same procedures noted in #1.

Reference:	Approved Board of Directors
	Date Approved: June 1995
Cross-reference:	Date(s) Revised: June 6, 2017