

ADMINISTRATIVE PROCEDURE NO. 101

EMERGENCY SCHOOL CLOSURE

Background

The Superintendent has been delegated the authority to close a school, or a number of schools, where an emergency situation has arisen and presents a danger to students and staff, or where classroom conditions become intolerable due to mechanical failure, or because of inclement weather.

Procedures

1. If schools have been closed due to inclement weather conditions, students will not be in attendance but teachers are expected to attend, if feasible.
2. The Superintendent shall make the decision to close schools as early as possible in order to give students and parents as much notice as possible if closure is due to inclement weather. Announcements regarding closure shall be made through radio broadcasts, Twitter and Facebook posts as early as possible with all social media being alerted.
3. The principal and teachers shall ensure that students who are not aware that the school has been closed due to inclement weather have access to the school building.
4. The principal shall arrange with school staff to provide supervision for students who arrived at school when the school has been closed until arrangements can be made for them to return home safely.
5. A fan-out procedure of phoning and texting advising all principals of school closures due to inclement weather will be established and utilized by the Superintendent.
6. The Superintendent shall ensure that all school bus operators are advised of inclement weather closures and routes cancelled.
7. The Superintendent shall ensure that the Board chair is advised of emergency school closures.
8. The Superintendent, in consultation with the principal, may close a school, or a portion of it if classroom conditions are intolerable or unsafe. The Superintendent shall take immediate steps to ensure the appropriate corrective action is taken.