

Administrative Procedure 133 EMERGENCY SCHOOL DISMISSAL AND/OR CLOSURE

The Division believes that it is necessary to allow schools to be closed on an emergency basis whenever the health or safety of students or employees is in jeopardy.

The primary consideration in the event of severe weather conditions shall be the health and safety of students. The Superintendent may suspend or curtail school bus service to any school or schools and/or close schools when weather conditions constitute a hazard to the safety of Students.

During inclement weather, the final decision to send a child to the bus stop or to school rests with the parents, even though buses and school may be operational. Parents are expected to exercise good judgement and care when deciding whether or not to send their child(ren) to school when weather conditions are extreme.

Area conditions shall dictate decision-making. Factors which threaten student health and safety are not always present in all communities at the same time. Thus, it is often necessary to close a group of schools in one region of the Division or even an individual school while others remain open. In weather-related situations, it is even occasionally necessary to suspend the operation of individual bus routes while the schools affected continue to operate.

Procedures

1. School will be closed for students and staff if conditions are such that the students and staff are at a health risk. Any of the following factors, or combinations of them, shall serve as guides for considering school closure or early dismissal of students:
 - 1.1 Loss of power and heat;
 - 1.2 Inadequate water supply;
 - 1.3 Sewer back-up;
 - 1.4 Structural damage to the school building;
 - 1.5 Illness epidemic; and/or
 - 1.6 Other emergent situations.
2. The Division will work in partnership with neighbouring divisions and follow their lead when deciding to cancel buses. Any of the following factors, or combinations of them, shall serve as guidelines for considering the cancellation of buses or early dismissal of Students:
 - 2.1 A temperature of -40 degrees Celsius or lower reported by the Weather Office for the area in question;
 - 2.2 Wind chill of approximately -50 degrees Celsius;
 - 2.3 Visibility of less than 30 meters and/or

2.4 Advisory reports from police, municipal or other local road officials.

Where the police have made decisions regarding road travel, closure, etc., these shall prevail over any or all other regulations.

3. Early morning decisions regarding bus service cancellation should be made prior to 6:30 a.m.

- 3.1 After consulting with appropriate personnel, the Superintendent or designate will decide whether division-operated buses will run.

4. In the event of an emergency school closure or early dismissal:

- 4.1 The principal will:

- 4.1.1 Consult with the Superintendent;

- 4.1.2 Notify school personnel and other appropriate people of the decision to close the school or arrange for the early dismissal of students;

- 4.1.3 In extreme emergency situations, exercise good judgement and decide and act on his/her own and

- 4.1.4 Initiate BrightArrow to ensure proper information is given regarding school closure.

- 4.2 The Superintendent or designate will:

- 4.2.1 Arrange for the school bus drivers to be notified immediately and

- 4.2.2 Initiate the spread of information to the school community via the

5. Parents are not required to send their children to school if, in their judgment, weather conditions are detrimental to the safety or well-being of their children.
6. Traditionally, the suspension of rural transportation and the severe weather causing the suspension have tended to dramatically reduce urban student attendance on those days. In the event of inclement weather causing the cancellation of transportation services for some students, the following procedures will apply:

- 6.1 Staff shall be on duty if the school is open.

- 6.2 Unless otherwise directed by the principal, teachers shall be responsible for the direct supervision and instruction of their assigned classes for students not affected by the cancellation of transportation services.

- 6.3 Teachers shall exercise their professional judgment in making the decision to present new material or to undertake supplementary activities when transportation services to the school are cancelled. If new material is presented, teachers shall make provision for students to attain the objectives of the material missed during their absence.

- 6.4 Principals are to exercise their own judgement in respect of the application of attendance policies in their schools.

7. In the event of early dismissal of bussed students, every student shall be delivered safely to their parents/guardians or are satisfactorily housed.
8. When conditions are such that it is not safe to send students home by bus, they are to be kept at school until satisfactory arrangements can be made.
9. If weather and road conditions place the welfare of staff in some jeopardy in reaching their usual place of residence, the principal may authorize a staff member to leave prior to normal school closing time. The principal must ensure appropriate supervision is maintained.

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Reference: Section 18,19,33,51,52,53,60,205,222 Education Act
 Employment Standards Act
 STAR Catholic Administrative Procedure 131