

## **EMERGENT SCHOOL CLOSURES**

### **Background**

The District expects that schools will remain open on all prescribed school days and during approved school hours. The District realizes that extreme and unusual circumstances may make teaching areas or the entire school unsafe for some or all the students and schools may have to be closed.

### **Procedures**

1. The decision to close schools shall be made only by the Superintendent. Principals are expected to contact the Superintendent before any decision to dismiss students due to extreme and unusual circumstances including but not limited to power or water outages.
  - 1.1. Schools shall not be closed because of cold or inclement weather.
  - 1.2. The Director of Operations may cancel individual bus runs for the day (morning and afternoon runs) because of dangerous road conditions. Cancellations will be communicated to the Superintendent and Secretary Treasurer and announced publicly as soon as possible after the decision to cancel a run is made.
  - 1.3. The decision to keep a student at home for the day because of winter weather conditions shall be made by the parents.
  - 1.4. Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students are to return to their homes or to another prearranged place of shelter.
  - 1.5. Parents will be informed of these procedures annually via school newsletters in the fall and periodically throughout the winter months.
2. District Responsibilities:
  - 2.1. The Superintendent shall make the final decision regarding school closure.
  - 2.2. The Superintendent shall make announcements regarding school closure.
  - 2.3. The Superintendent shall contact school-based Principals/Vice-Principals.
3. Principal/Vice-Principal Responsibilities:
  - 3.1. Principals/Vice-Principals will advise parents of the school closure and, early in the school year, obtain from parents alternate locations where their children will be supervised in the event of an unexpected school closure and written directions regarding the release of their children.

4. Teacher Responsibilities:

- 4.1. In the event of a Board-ordered closure of the work site or cancellation of student attendance, unless otherwise advised, teachers shall make a reasonable effort to report for work at their normal work location.
- 4.2. If they are unable to reach their normal work location, teachers shall report for work at a work location closest to their home.
- 4.3. Teachers reporting for work at a location other than their normal work location shall be assigned appropriate duties by the Principal/Vice Principal of that work location.

5. Support Staff Responsibilities:

- 5.1. Support staff are expected to report for work at their own school if it is open. The option of reporting to a closer location is open to employees only if they cannot, due to weather conditions, report to their normal place or work.
- 5.2. If it is not possible for support staff to report to work, they may stay home and use accrued holiday or banked time or not be paid.
- 5.3. If support staff report to a closer work location or do not report for work, they shall notify their supervisor.

Reference: Section 20, 22, 65, 73, 85, 90 School Act  
School Regulation 265/89  
Collective Agreements

Approved: October 5, 2004  
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