

Administrative Procedure 131

EMERGENCY CLOSURE – REGULAR SCHOOL DAY

Background

The Superintendent may close schools and/or arrange for the early dismissal of students in situations where the health and safety of students is at risk.

In the event of early dismissal of bused students, every student shall be delivered safely to their parents/guardians or satisfactorily housed elsewhere.

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:

Loss of power and heat;

Inadequate water supply;

Sewer back-up;

Structural damage to the school building;

Illness epidemic; and/or

Other emergent situations.

2. Prior to November 01 the Superintendent shall communicate in writing the following information to parents:

The current procedures on Emergency Closures.

Advice to the parents that they make alternate arrangements for accommodating their children in the event that school is closed or dismissed early when parents are away.

3. The principal shall establish a fan-out system for contacting parents in the event of early dismissal or emergency evacuation.

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

The principal will:

Consult with the Superintendent;

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

In extreme emergency situations, exercise good judgment and decide and act on his/her own; and



Initiate communication fan-outs to ensure proper information is given regarding school closure.

The Superintendent will:

Arrange for the school bus drivers to be notified immediately; and

Initiate the spread of information to the school community via the “fan out” information system, and to the larger community via television and radio stations.

Reference: Section 57, 60, 61, 113, School Act
Employment Standards Act

