

## Temporary School or Classroom Closure

The School District realizes that extreme and unusual circumstances may make teaching areas of a school unsafe for some or all students. As such schools or classrooms may need to be closed. The decision for a temporary closure or early dismissal is the responsibility of the Superintendent of Schools.

### 1. Inclement Weather

- a. The Superintendent of Schools, or designate, shall make the final decision regarding a school or classroom closure. A principal or manager concerned about deteriorating local conditions in his/her area, will contact the Superintendent, or designate, to discuss the local situation.
- b. The decision to close schools is made by approximately 6:15 AM. Details will be posted on the homepage of the School District website, social media sites, and shared with radio stations; CKNW 980 and News 1130 on the AM band.
- c. Principals/ Vice-Principals will advise parents of the school or classroom closure:
  - i. Elementary students will not be released prior to regular dismissal time unless parents or their designate have been contacted. If elementary students are unable to remain at the school, the principal will arrange to take unreleased students to an alternate location until regular dismissal time.
  - ii. Middle school and secondary students will be dismissed at the discretion of the school principal in consultation with the Superintendent of Schools.

### 2. Power Outage

- a. Generally, schools and classrooms will remain open during power outages. Extended or potentially dangerous power outages may result in school or classroom closures.
- b. The Superintendent of Schools, or designate, shall make the final decision regarding a school or classroom closure.
- c. The Superintendent or designate will notify the school principal(s) and they will begin their communication process (as listed in 1.c). Information regarding a school or classroom closure will be posted on the homepage of the School District website and shared on social media sites.

### 3. Hazardous Road Conditions

- a. The Manager of Transportation will determine if a bus route or all buses cannot run due to hazardous road conditions and inform the Superintendent.
- b. The Superintendent or designate will notify the school principal(s) and they will begin their communication process (as listed in 1.c).
- c. Information regarding bus route cancellations will be posted on homepage of the School District website and shared on social media sites.

Annually, in November, a notice will be sent to parents and staff advising of the School District's procedures for school or classroom closures.

**Date Adopted: May 2004**

**Updated: November 2019**

*Legal Reference: School Act, Section 73(2)*

*Cross Reference: [Emergency and Critical Incident Procedures Administrative Procedure #106](#)*