

## Temporary School or Classroom Closure

The Board of Education will establish procedures for the temporary closure of a school or classroom(s) if the health or safety of students is endangered.

### General Guidelines

The decision for a temporary closure or for an early dismissal will be made by the Superintendent of Schools. (Note: The Superintendent's approval is not required if a directive to evacuate is received from the Emergency Operation Centre).

Elementary students will not be released prior to regular dismissal time unless parents or their designate have been contacted. If it is not possible for elementary students to remain at the school, the principal will arrange to take unreleased students to an alternate location until regular dismissal time.

Middle School and Secondary students will be dismissed at the discretion of the School Principal in consultation with the Superintendent of Schools.

### Inclement Weather Conditions

Generally, schools and classrooms will remain open during inclement weather conditions. When some or all of the school bus routes are cancelled due to poor road conditions, some or all of the district's schools or classrooms may be closed. If bus routes are cancelled, the cancellation will apply to the full day.

Situations, in which some or all school buses are mobilized, during the school day due to extreme worsening road conditions, may result in some or all schools being closed during the school day.

The decision to send students to school during inclement weather conditions is the parents' responsibility.

### Power Outage

Generally, schools and classrooms will remain open during power outages. Extended or potentially dangerous power outages may result in school or classroom closures.

### Communication

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

Notification of cancelled bus runs and school/ classroom closures will be posted on the homepage of the district website and shared with the local radio stations; CKNW 980 and CKWX 1130 on the AM band. In addition, a notification will be displayed on the homepage of the school(s) affected by the closure.

All school and community events scheduled for a school or schools may be cancelled when schools are closed due to cancelled bus routes or power outage problems.

**Date Adopted: May 2004**

**Updated: February 2019**

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

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