

## Administrative Procedure 131

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### EMERGENCY SCHOOL CLOSURE

#### Background

The Superintendent has full authority to adjust regular bus and school operating schedules, and close a school or a number of schools, where an emergency situation has arisen and presents a danger to students and staff, or where classroom conditions become intolerable due to mechanical failure.

#### Procedures

1. Parents and school bus operators shall be advised annually of the procedures used when the suspension of bus services, early dismissal or school closure are necessary.
2. Any decision to suspend school bus service and/or close schools will be announced on 95.3 FM K-ROCK (CJXM), 101.3 FM KOOL, 790 AM CFCW and 99.7 FM Country (CFNA). If no announcement is made, buses and schools will operate as usual.
3. It is the responsibility of the Principal to have someone at the school location prior to normal opening time to ensure students who have not received the communication can be returned home safely.
4. The Principal and staff shall make every reasonable effort to ensure that both bus and non-bus students are able to arrive home safely when they are dismissed earlier than the regular school closing time.
5. Administration and teaching staff will maintain regular working hours. All staff will report to an assigned school as identified by the Principal.
6. When classes or buses are suspended, students will be excused from attendance.
7. Early Dismissal Decisions
  - 7.1 The Director of Transportation, in consultation with the Superintendent, shall make a decision on whether to have buses return students early.
  - 7.2 The Principal shall communicate directly with the Director of Transportation to make arrangements required to convey students home early.
  - 7.3 The Principal shall notify the Director of Transportation or designate who shall arrange for an announcement to be made over designated radio stations.
8. Decisions Made Before School Opening
  - 8.1 The Superintendent will render a decision on school closure as per the aforementioned guidelines.
  - 8.2 The Superintendent will inform Principals regarding the decision.

8.3 An official announcement shall be made by the Director of Transportation with respect to school closure or suspension of bus service over designated radio stations.

Reference: Section 11, 33, 52, 53, 60, 196, 197, 222 Education Act  
Employment Standards Act