

SCHOOL OPERATIONS

Administrative Procedure #206 Emergency Closure

Background

The school remains open to students during the times and dates established in the school year calendar and as approved by the Board. In the event of an emergency due to weather, facility issue or other reason, administration, within the context of applicable Board policies, is responsible for taking appropriate action to respond to issues that may affect the safety and well-being of students, employees, contractors and all other present in the school.

Procedures

General

1. Communicate the issue and rationale for closing the school on a temporary basis to the Board Vice-Chair.
2. Notify facilities if it is an issue with the facility.
3. A decision to close the school shall normally be made by the superintendent in consultation with the principal.
4. School closure means the school facility is closed to students and staff.
5. The cancellation of school bus service will not necessarily mean the school is closed.
6. The principal shall ensure that adequate supervision is in place for the care of students who arrive or are in attendance when the school is closed.
7. Staff will be paid whenever the school is closed and personal or sick leave will be waived.
8. Normally, a decision to close the school shall be made prior to the time students are being transported to school. In extraordinary circumstances, the school may be closed prior to regular dismissal time.

Parent Responsibilities

1. Use the mobile phone application MYBUSSTOP daily as this is how parents will see if the bus is on time, late or not running.
2. Become familiar with the communication procedures the school will follow in case of a closure and actively seek out announcements if a school closure appears to be a reasonable possibility.
3. Ensure their children are appropriately dressed for weather conditions.
4. If parents are not at home, arrange for and notify the school of an alternative place for their children to go in case of school closure.
5. For children who use school bus transportation, transport their children home in the event school bus services are suspended.

Teacher Responsibilities

1. Phone parents of students in their classroom to notify them that buses are not running.
2. Communicate via email to all parents of students in their classroom that buses are not running and keep the parents informed when the school will re-open.

Principal Responsibilities

1. Communicate with the transportation provider to place buses not running and school closed on the app MYBUSSTOP.
2. Communicate emergency closure procedures with staff and parents on an annual basis.
3. Announce the closure of the school by telephone fan-out to all staff members, and when possible, to expected school visitors.
4. Inform parents, if possible, using the school's information sharing system.
5. When possible, announce the early dismissal and, if necessary, the closure of the school by email communication to all parents and on the school's website.
6. Direct the suspension of bus services due to inclement weather or hazardous road conditions at any time, in consultation with the transportation service provider.

Superintendent Responsibilities

1. Consult with the board vice-chair and principal if there is a potential emergency closure of the school.
2. Notify the Alberta Education Field Services Manager.
3. Make the decision to close the school for emergency reasons.
4. Plan for and communicate information through the principal and teachers about school re- opening.

