

## ADMINISTRATIVE PROCEDURE #3.20

# CLOSURE OF SCHOOLS FOR REASONS OF WEATHER OR OTHER CAUSES

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### BACKGROUND

If the health or safety of students is endangered, the Board or the Medical Health Officer may close a school building or a number of school buildings temporarily. Depending on the specific conditions the Board may also close a school building or a number of school buildings for educational purposes, in which case the building(s) may be closed to students but open for staff or groups of staff to continue working, as appropriate. The most frequent causes of closure are heavy snowfall, power failure, breakdown of the heating plant, disruption of water supply and fire. A heavy snowfall will not automatically result in closure. Because snowfall varies from location to location, the Superintendent, or designate, may exercise discretion in modifying school opening and dismissal times. Delayed openings can permit teachers and other staff sufficient time to arrive under adverse conditions and enable students to walk to school after the major traffic rush has subsided.

**THE BOARD WILL ENDEAVOUR TO KEEP SCHOOLS OPEN AND IN SESSION ON ALL REGULAR SCHOOL DAYS THROUGHOUT THE SCHOOL YEAR. A DECISION TO CLOSE A SCHOOL OR A NUMBER OF SCHOOLS BY REASON OF WEATHER OR OTHER CAUSE THAT MIGHT ENDANGER THE HEALTH OR SAFETY OF STUDENTS SHALL BE MADE BY THE SUPERINTENDENT OF SCHOOLS IN CONSULTATION WITH THE SECRETARY-TREASURER, OR UNDER SPECIFIC CONDITIONS BY THE MEDICAL HEALTH OFFICER.**

### REGULATIONS

1. A request for emergency closure will be made to either the Superintendent of Schools or the Secretary-Treasurer. The recipient of such a request shall confer with the other, except where the circumstances are urgent and the other is not immediately accessible.
2. During intervals of heavy snowfall, the Superintendent of Schools, or designate, and the Secretary-Treasurer, or designate, shall keep themselves informed of weather conditions, forecasts, and road reports so that if a closure is to occur, an announcement can be made as early as possible in the morning over local radio stations, the District's website and automated phone systems. All reasonable steps will be taken in an attempt to reach the decision of a school closure by 7:00 a.m.

3. All public announcements concerning school closures shall be made by the Superintendent of Schools, or designate.
4. With the prior approval of the Superintendent of Schools, or designate, principals may vary the times for school opening and dismissal so as to permit students to travel on congested streets and highways at the most favourable time.

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Date Adopted: 1973-01  
Date(s) Revised: 1990-06  
2011-11

Cross References:  
Statutory:  
Other: