

FACILITIES

Policy 703.7-R (previously Policy 903.7-R)

Closure of School Due to Emergent Conditions

1. The decision to close schools or delay their opening shall be made by the Superintendent of Schools, or his designate, after consultation with municipal and school board officials as required. Schools may have to be closed temporarily at times for any of several reasons, for example:

- a) power outage
- b) failure of heating equipment
- c) disruption of water services
- d) other emergency situations
- e) inclement weather

It is important to note that when schools are temporarily closed for reasons a - d above, they are closed for students only and all employees are expected to report for, and/or remain at, work unless otherwise instructed. The personal welfare of employees will be paramount in such decisions. The school district may reassign employees to an alternate location.

In the event inclement weather conditions (e. above) cause schools to be temporarily closed and prevent employees from reporting to work, employees are requested to listen to the radio stations indicated to schools on an annual basis for periodic updates on the closure and, if necessary, contact their immediate supervisor to determine whether they are required to report to work.

2. The parental community shall be informed of the Superintendent's decision through contact with the radio stations that are to be indicated to schools on an annual basis.
3. Should unfavourable conditions continue, appropriate notification will be given through the various media outlets as indicated to schools on an annual basis.
4. A decision to reopen will, in turn, be communicated in the above manner.
5. **PRIOR NOTICE TO BE SENT HOME - ALL SCHOOLS**
 - (a) Elementary Schools

Principals are to send home a notice at the beginning of each school year to advise parents:

- i) to discuss where their children should go in the event of a school closure;
- ii) to listen to one of the radio stations listed annually for information about school closures;
- iii) to sign and return the notice to the school to indicate they have read the contents.

(b) Secondary Schools

Principals are to send home a notice at the beginning of each school year to advise parents:

- (i) to listen to one of the radio stations listed annually for information about school closures;



Note: For special needs secondary school students, Principals should follow the procedure listed above under (a) Elementary School.