

## 3000: SCHOOL CLOSURE - Adverse Weather and Power Outage (AP)

Approved: 87 07 07

Amended: 98 03 10

Amended: 03 11 25

Amended: 12 10 04

Amended: 20 03 10

---

### **POLICY**

**The Board of Education recognizes its responsibility under the School Act to keep district schools in session for students and staff for all prescribed school days according to its annual school calendar.**

**The Board also understands that circumstances may arise whereby it may become inadvisable to have students and/or staff in school for reasons of adverse weather or power outages. The Board authorizes the Superintendent of Schools to decide whether schools should be in session or remain in session when extraordinary/emergent weather or power outages arise. Emergency disaster procedures are considered separately from adverse weather or power outages and are outlined in AP 7000.**

---

### **ADMINISTRATIVE PROCEDURES**

#### **1.0 CLOSURE DUE TO ADVERSE WEATHER**

- 1.1 Closure due to adverse weather will be for a specified period of time and will be of two types
  - i) for students only or
  - ii) for students and employees.
- 1.2 Closure decisions are made on a day-to-day basis and closure announcements will be posted on the school district website and via local or regional radio as close to 6:30 a.m. as possible.
- 1.3 Schools in areas not served by local or regional radio will develop communication procedures appropriate for their community.
- 1.4 The District, schools and worksites are expected to develop internal communication procedures to advise staff of school closures for inclement weather.

1. 5 If closure is for pupils only, all employees are expected to make every reasonable effort to report to their normal work site-as close to the normal starting hours as possible.
  - a. Employees unable to report to work due to weather or road conditions must inform their school principal or site manager at the earliest possible time.
  - b. If an employee is unable to report to work due to weather or road conditions, a discretionary day, vacation day or leave without pay will be granted, as applicable, in accordance with the relevant collective agreement or employment contract. Only employees who report to work for the day will be paid.
1. 6 If closure is for pupils and employees, all employees will be granted to appropriate leave of absence with pay.
1. 7 If schools remain open and parents wish to keep their children home due to weather conditions, please advise the school of this decision.

## **2.0 CLOSURE DUE TO POWER OUTAGE**

### **2.1 Planned/Known Outages**

- 2.1.1 When it is known in advance that the power will be off, Principals in consultation with the Superintendent of Schools will determine whether the school is to be closed for part day, full day or longer periods, and expectations of staff affected by the power outage.
- 2.1.2 Where power returns earlier than anticipated, Principals in consultation with the Superintendent of Schools will determine whether the school is to remain closed and whether or not staff are expected to report to work.

### **2.2 Sudden Power Outages**

- 2.2.1 Principals will have previously identified those areas of their school which are considered hazardous to students and staff in the event of a power outage.
- 2.2.2 In the event of a power outage, students and staff shall immediately be moved from the areas identified under 2.2.1 into another area within the school.
- 2.2.3 As certain teaching areas become substantially impacted by an extended outage, it is advisable to reorganize and/or reduce the number of students in the school in an organized, responsible manner.

- 2.2.4 The Principal or designate shall notify the Superintendent of Schools of the unexpected power outage and steps taken in response to the power outage.
- 2.2.5 The Superintendent of Schools in consultation with the school principal shall determine whether the school is to remain open and confirm next steps for students and staff.
- 2.2.6 Schools should develop strategies for communication with staff, students and parents when there are power outages.
- 2.2.7 Schools should maintain an emergency telephone that operates during power outages.

### **3.0 EARLY DISMISSAL – TRANSPORTATION ARRANGEMENTS**

- 3.1 Under no circumstances are elementary students to be sent home unless there is assurance of appropriate home supervision.
- 3.2 Bus students shall not be dismissed early until school buses have been arranged.
- 3.3 Early dismissal of students who require specific transportation services shall not occur unless specific transportation arrangements have been made or the parents have arranged otherwise.