

EMERGENCY CLOSING OF SCHOOLS

Background

Every reasonable effort is to be made to hold school on the days stipulated in the annual school calendar. When there is a significant safety concern for the welfare of students, bus route service may be cancelled and /or schools may be closed. The Division supports the decision of parents who choose not to send their children to school, or to ride a school bus, because of safety concerns.

Procedures

1. Schools are expected to remain open with staff in attendance for those students who are able to attend even if a bus route, several routes, or all routes affecting the school, do not run, unless otherwise authorized by the Director.
2. Although the Division encourages teachers to live in the community where their major duties are located, it does recognize the right of its staff members to live wherever they choose. However, staff are expected to attend to their duties on each day which school is operational regardless of road conditions, weather conditions or the mechanical condition of the teacher's vehicle.
3. In the event of a school plant emergency which may be related or unrelated to weather conditions, a school closure may be announced. This decision is made by the principal in consultation with the Director or designate and Facilities Manager.
 - 3.1. Schools may be closed for students and staff if conditions are such that the students and staff are at health or safety risk. Any of the following factors shall serve as guides for considering school closure or early dismissal of students:
 - Loss of power and/or heat
 - Inadequate water supply
 - Sewer back-up
 - Structural damage to the school building
 - Illness epidemic
 - Other emergent situations
4. Communication Plan
 - 4.1. Each principal shall have a communication plan to inform parents, students, and staff in the event of a school closure. The plan must include:
 - Provisions for communicating with those who are normally transported by school bus services and those who are not.
 - Describe a process for ensuring that public service messages about school closures. Examples of communication include: automated telephone communication system, websites, social media and/or local radio stations.

Principals are advised to communicate this administrative procedure to parents through the school handbook, newsletters, or announcements.

Radio Station	Phone
CJGX Yorkton	306-782-2256
CFGW The Fox	306-782-9410
The Rock	306-786-7625

5. If the decision has been made to cancel school or dismiss students early:

5.1. The Principal shall:

- Notify school personnel and other appropriate people of the decision
- Notify their Superintendent of Education
- Ensure that all students are accounted for
- Ensure that all parents/guardians are notified

5.2. The Director or designate shall:

- Arrange for the school bus drivers to be notified immediately
- Communicate the information to the larger school community using the most effective and expeditious means available.

Legal Reference: Section 85, 87, 109, 175 Education Act

Updated: May 15, 2012, June 2016