

## **SUSPENSION OF CLASSES BECAUSE OF WEATHER OR OTHER CAUSES**

### **Background**

On occasion there may be need to close one, several or all schools due to weather, and/or health/safety concerns. The Board authorizes the Superintendent to exercise its authority under the School Act to temporarily close a school building if the health and safety of students is endangered. In such circumstances the closure shall be of the minimum duration possible and the Superintendent shall inform the Chair and Vice-Chair and, when necessary all other trustees. The Superintendent shall inform the Board of actions taken at the next regularly scheduled meeting of the Board except in emergent or possible lengthy closures where the Chair may call an emergency meeting of the Board.

As per the School Act, the school medical officer may require the District to close a school when that officer considers the health and safety of students to be at risk.

### **Procedures**

1. The Superintendent shall make the final decision regarding suspension of classes.
2. The Director of Operations shall make all announcements including cancellation of bus transportation.
3. Announcements will be made over local media. The District website and social media accounts will be updated as quickly as possible.
4. Whenever possible these media announcements will be made early enough in the day to allow students to remain at home.
5. The Communications Officer will provide a news release to local media and to each school to inform parents, students and staff of the District's plan for the following day.
6. Teaching and support staff employees, administrative officers and excluded staff are expected to make every reasonable effort to attend their place of work. If unable to attend, employees are to contact their immediate supervisor or District Office.
7. Principals shall encourage parents to exercise their prerogative to keep their children at home should the weather present unusual hazards. This message shall be presented in regular newsletters and through school social media and websites at suitable intervals throughout the year.
8. Principals will advise parents of the suspension of classes procedure and, early in the school year, obtain from parents alternate locations where their children will be supervised in the event of an unexpected suspension of classes and written directions regarding the release of

their children.

9. Principals and school staffs will establish a protocol for the safe release and supervision of children during the school day.
10. At the discretion of the Superintendent, staff members may be released prior to dismissal time.

Reference: Section 20, 22, 65, 73, 85, 90 School Act  
School Regulation 265/89

Adopted: May 9, 2000  
Revised: May XX, 2019