

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Emergency Closure of Schools			
Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.31	Last Approval Date:	JAN 10, 2024
Procedure Owner:	Superintendent of Learning	Last Reviewed:	JAN 10, 2024
Legal Reference(s):	<i>The Education Act, 1995</i> – Sections 175		

Background

While every reasonable effort is to be made to hold school on the days stipulated in the annual school calendar, a school may need to close due to unforeseen safety conditions.

Scope

This procedure applies to all schools in Living Sky School Division.

Procedures

1. Schools are expected to remain open with staff in attendance unless otherwise authorized by the director or designate.
2. When the weather poses a significant safety concern for the welfare of students, bus route service may be cancelled. Even if bus routes are cancelled, the school will remain open with staff in attendance unless otherwise authorized by the director or designate.
3. A school closure may be announced in the event of a school facility emergency in which it is unsafe for students to remain in school. This decision is made by the principal in consultation with relevant specialists and authorized by the director or designate. Examples of unsafe conditions in the school may include:
 - a. chemical spill or gas leak
 - b. lengthy outage of power
 - c. lengthy outage of heat or water in which alternatives cannot be provided
 - d. structural failure of part or all of the school facility
 - e. severe weather in which staff cannot safely travel to the school

The above list provides examples and is not prescriptive.

4. Each principal will work with PR advancement specialist to communicate with parents, students, and staff in the event of a school closure.
5. Every effort will be made to operate buses early in the event of closure when operationally feasible and safe enough to do so. The decision for the deployment of buses will be made by the transportation specialist.
6. The principal should make arrangements for the sheltering and supervision of students when parents cannot be informed of the school closure.



7. Prior permission must be obtained for students to be picked up at the school by someone other than the parent/guardian.

Related

8.05 Severe Weather