



## Procedure 104

### Emergency School Closure Due to Extreme Weather Conditions

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#### Background

There are times over the course of the year that extreme weather conditions create unsafe conditions for students to attend and remain at school.

#### Procedures

1. The principal and Local School Board Committee shall advise parents that they are responsible for the decision to keep students at home when weather conditions are sufficiently hazardous and they believe that their children would be at risk.
2. The Local School Board Committee shall develop a local policy and procedures regarding student attendance during extreme weather conditions. The development of a local policy must be made in consultation with the principal and procedures be developed for informing parents, bus and wagon drivers and the principal of the school.
3. Schools shall remain open with staff on duty regardless of weather conditions and the number of students in school.
4. Should children arrive at the school even though the Local School Board Committee has decided that parents may keep their children at home, the children arriving at school are to be instructed for the day.
5. Students and staff may be sent home after commencement at the discretion of the principal if:
  - 5.1 Weather conditions may threaten their safety if they remain longer in school (this is a concern with students who live some distance from school).
  - 5.2 Failure of plumbing, heating or ventilation installations occur, of a nature likely to be detrimental to the safety of students or staff.
  - 5.3 The health or safety of students is endangered.
6. In case of 5, above, the principal shall:



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- 6.1 Attempt to contact the parents of the students to advise them of the early return of their children. A telephone fan out system is recommended.
- 6.2 Notify the superintendent of this decision by telephone if possible.
- 6.3 In any event, immediately notify the superintendent as soon as possible in writing of the circumstances leading to the decision.