

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Emergency School Closure</b>	<b>CODE: EBCD</b>
<b>LEGAL STATUS: Education Act 1995; Board Motion #26.09; #308.17, # 85.26</b>	<b>DATE APPROVED: 26 Jan 09, 27 Nov 17, 13 April 26</b>

### **Background:**

The Board of Education recognizes the need to respond effectively and efficiently to an emergency situation that affects the safe operations of a school or of the school division. The safety of the children and staff is paramount. Therefore, there may be a need for an emergency school or school system operation closure.

### **Policy:**

**The Board of Education authorizes that the Director of Education or designate may close a school or all the schools in the school division if the situation warrants.**

### **Guidelines:**

1. The Director of Education is responsible for determining if an emergency situation should result in the short-term emergency closure of a school or the school division's operations. In addition, the Director of Education will provide the Board of Education with a written or oral report at the next meeting of the Board outlining why such action was required.
2. The Director of Education will develop communication systems and operations to ensure the safety of students and staff.
3. The Director of Education will inform the Board Chair of any or all school closure(s).
4. The Director of Education will inform appropriate Ministry of Education officials of closures when necessary.

### **Procedures:**

1. In the event that an emergency closure of a school is necessary, the principal shall obtain permission from the Director of Education or designate (if time permits). Each principal and staff is expected to develop a school policy/procedure to ensure the safety of the children and effective communication with the parents.
2. In the event that a school or the school division is closed, all staff are expected to be at work during regular school hours unless directed otherwise by the principal with approval of the Director of Education. This expectation will be clearly communicated. Principals, under the direction of the Director, will support the required operational details.
3. If an entire school division closure is necessary, the Director of Education or designate will announce and communicate closures to stakeholders (parents, students, staff, transportation).
4. Principals must ensure the presence of a responsible adult in the school building when deemed necessary.
5. Although Prince Albert Catholic schools will remain open on extremely cold school days, the Catholic school division affirms and supports parents' discretion in keeping their children at home when weather conditions warrant. Parents are asked to contact the school if they choose to keep their child(ren) at home. School administration will convey this message to the school community on an annual basis.