

POLICIES

Approved: 2009-03-11

Policy: #200

Amended:

Section: School Operations

#200 Emergency Circumstances

POLICY STATEMENT

The Board is responsible for ensuring that the school shall remain open to students during the times and dates established by the Board. The Board is also responsible to take appropriate action to respond to unusual or emergency circumstances which may affect the safety and well-being of students, employees, contractors and all other present in the school.

GUIDELINES

1. Inclement Weather

- a. Suspension of school bus services is the responsibility of the transportation service provider in accordance with its policies and procedures.
- b. When school bus services are suspended by the transportation service provider, the school shall remain open to students who attend school.
- c. When the school is open, staff members shall ensure that students present are provided with supervision and instruction in accordance with the school's approved program. The Principal shall establish guidelines pertaining to the appropriate use of instruction time.
- d. The Principal shall ensure that parents/guardians and staff members are informed as soon as possible about the suspension of transportation services. The Principal will also notify the Superintendent when all buses are cancelled for more than one day.
- e. Where transportation services are suspended, all staff members are expected to make reasonable efforts to be at the school, even where such efforts may result in the staff member arriving later than the usual start time. The staff member is expected to notify the Principal as soon as possible of the likelihood of the staff member being late and to discuss the suitability of continued efforts by the staff member to attend at the school.
- f. Where a staff member has made reasonable effort but is unable to travel from his or her normal place of residence to the school due to impassable public roads, the staff member shall promptly notify the Principal.

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#200 Emergency Circumstances (cont.)

2. Emergency Circumstances

- a. Emergency closure of the school shall only be exercised by the Principal where the health or safety of the students and staff is threatened or when directed by a public authority. Where time allows, the Principal will consult with the Superintendent.
- b. The Principal is responsible for the development and implementation of a plan for dealing with unusual or emergency circumstances. The school's plan will include arrangements for the safe refuge of staff and students.
- c. The Principal will communicate information regarding the situation to students, parents and staff.