



Administrative Procedure 132

EMERGENCY CLOSURE OF SCHOOLS

Background

The Superintendent may close schools by reason of weather emergencies, or as ordered by the school medical officer, or for other causes that might endanger the health or safety of the students that are in alignment with [School Act, 90 - Inspection and Closure of School](#).

Procedures

1. School Closures to Students

Schools and/or other facilities in the District may be closed to students by the Superintendent for weather related emergencies or for other causes that might endanger the health or safety of students. The closure of schools will generally fall into the following categories:

1.1. Some Schools Closed

- 1.1.1. Closure due to localized power outage or failure.
- 1.1.2. Closure due to localized weather conditions.
- 1.1.3. Closure due to the structural integrity of the building and/or environmental conditions (i.e. localized community emergencies).

1.2. All Schools Closed

- 1.2.1. Closure due to power outage or failure.
- 1.2.2. Closure due to extreme weather conditions.
- 1.2.3. Closure due to severe emergency such as an earthquake.

2. Process for District Closure of Schools

- 2.1. As early as possible parents will be notified of a potential District closure and after consulting with the Grounds/Transportation and Maintenance Managers, and the Superintendent.
- 2.2. District staff will notify parents through regular communication methods, update District website and advise local media outlets as needed of any school or District building closures for students and/or employees.
- 2.3. District staff will contact principals.
- 2.4. The Director of Human Resources will contact CUPE and LTA Presidents.

- 2.5. Official statements and notification of closures may only be issued by the Superintendent.
- 2.6. Once announced, decisions will not be changed except by the Superintendent.
- 2.7. Principals are responsible for assisting students and staff in arranging for a safe destination.
- 2.8. Every effort will be made to communicate information on closures resulting from snowfall by 6:30am.

3. Process for Single Site Closures

- 3.1. As early as possible parents will be notified of a potential closure and after consulting with the Grounds/Transportation and Maintenance Managers, and the Superintendent.
- 3.2. District staff will notify parents through regular communication methods, update [District website](#) and advise local media outlets as needed of any school or District building closures for students and/or employees.
- 3.3. District staff will contact principals.
- 3.4. The Director of Human Resources will contact CUPE and LTA Presidents.
- 3.5. Updates will be provided to parents/guardians at 6:30 am and 7:30 am regarding a school closure or potential late start.

4. Personnel Procedures/Expectations

- 4.1. Unless specified, it is the expectation of the District that employees will make every effort to attend their work site.
- 4.2. In some instances, principals, with permission of the Superintendent, may close schools to staff; staff would in such instances be paid in accordance with Collective Agreements.
- 4.3. The Superintendent may deploy employees of a closed facility to another location.

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

Adopted: January 1, 1983

Revised: March 14, 1994; January 25, 2002; January 6, 2005; May 1, 2006; December 15, 2020, April 20, 2021, November 28, 2024