

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
EMERGENCY SCHOOL CLOSING	EBCE

I. POLICY

If emergencies make the operation of the school(s) difficult and/or hazardous, the Superintendent of Schools (or designate) has the authority to close one or more divisional schools.

II. GUIDELINES

A. In making the decision to close a school or schools, the Superintendent of Schools (or designate) shall consider:

- The occurrence or imminent possibility of any emergency condition which would make the operation of the school(s) difficult and/or hazardous.
- The ability of teaching personnel to report for duty, and any resultant impact on the appropriate supervision of students.

B. In instances of school closing, delay in opening, or early dismissal, the school Principal has the responsibility to ensure the continuation of as much of the administrative, supervisory, and operational activity as is possible.

C. When time and circumstances so permit, the school Principal (or designate) will notify parents/guardians of any emergency closing, and the temporary locations of the students affected by the closing.

III. PROCEDURES

A. Early in each school year, the school Principal shall inform parents/guardians of the following emergency procedures:

1. Decisions related to emergency closings shall be communicated via the divisional website, Twitter, local radio stations, and other pertinent means.
2. Parents/guardians may come to the school or alternative location to pick up their children.

Adopted:	June 20, 2006	Legal References:
Revised:	February 5, 2019	

B. School principals shall remind parents/guardians to develop plans early in each school year to permit their children to know what to do and/or where to go if no one is at home.

C. When the Superintendent of Schools (or designate) receives information during school hours that a hazardous condition (such as a developing blizzard) compels the closing of schools:

1. For bused students: The Superintendent of Schools (or designate) may authorize the early departure of school buses and notify parents accordingly.
2. For all other students: Dismissal (if conditions allow) will occur at the regular dismissal times. Otherwise, the school Principal (or designate) will notify parents/guardians accordingly.

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