

## 508 ^ CLOSING OF SCHOOL (CHANGES HIGHLIGHTED)

### 1.0 INTRODUCTION

The School may be closed during inclement weather conditions or other causes having a possible effect on the safety and health of the students. The Principal will make the final decision and will generally consult with the Head Bus Driver prior to making the decision. The Principal may consult with the Board President.

1.1 School buses will not run for the morning routes when the temperature is at or below minus 34 degrees C by 6 AM (Environment Canada, Edmonton International Airport), or when the temperature combined with the wind chill reaches minus 40 degrees C (*risk of frostbite in 5 to 10 minutes*). This decision to not run the buses may be made as early as 8 PM the previous evening, based on the temperature/windchill forecast for 6 AM the following day, in order to give parents more notice to arrange transportation for their child(ren).

1.1.1 The school will remain open and classes will continue as normal. Parents will be expected to arrange transportation for their child(ren).

1.1.2 School buses will operate in the afternoon to bring students home unless the temperature and windchill do not warm up beyond the thresholds above by 1 PM of that day.

1.2 School will be closed for the day when:

1.2.1 weather conditions make travel inadvisable

1.2.2 the temperature is at or below **minus 40 degrees C** by 6 AM (Environment Canada, Edmonton International Airport)

**(Removed: 1.2.3, which used to read "or when the temperature combined with the wind chill reaches minus 42 degrees C (risk of frostbite in 2 to 5 minutes)"**

1.3 When school is closed for the day, the Principal will ensure that staff are informed.

1.4 When school is closed for the day, voluntary outside of regular school hour activities such as sports practices, games, drama, etc. may be cancelled and rescheduled at the discretion of the Principal.

1.5 As a result of weather advisories issued by the Edmonton Weather Office, school may be closed for the day or classes may be dismissed early on short notice at the discretion of the Principal. This will be coordinated with the bus drivers.

1.6 When weather advisories or travel advisories are issued, all voluntary after school activities such as meetings, sports events, etc. may be cancelled and rescheduled at the discretion of the Principal.

### 2.0 PROCEDURES

## **2.1 Pre-Emergency Preparation:**

- 2.1.1 Ensure staff is familiar with School Closure procedures.
- 2.1.2 Ensure parents are provided with the School Closure procedures.

## **2.2 Emergency Closure Procedure:**

In the event of a school closure that occurs during school hours, and involves sending students home from school, the following procedure will be initiated:

- 2.2.1 Administration will designate a departure time. This departure time needs to allow for time to contact all families, and bus drivers, and for bus drivers to travel to the School. Up until the departure time, students will continue with their regular schedule, unless specifically instructed to do otherwise by Administration/staff.
- 2.2.2 The School will contact all the families (including families who pick up their children) to inform them of when the busses will be departing.
- 2.2.3 Staff members will be designated to answer all incoming calls, pass on messages as needed, and will be responsible for conveying all messages prepared by Administration to the appropriate people.
- 2.2.4 Administration will enlist assistance from staff to ensure that there is enough manpower to complete all tasks.
- 2.2.5 Bus drivers will not depart the School until specifically being given clearance by administration to do so.
- 2.2.6 Bus Drivers must ensure that all students are able to access their homes when they are dropped off, and that in situations when only elementary aged students are being dropped off, they are met by a parent/guardian. If no parent/guardian is home, students will be dropped off at the next closest stop, if the bus driver can confirm that those parents are willing to supervise them. The bus driver will ensure contact efforts continue to be made, until the family is notified as to where their children are located.
- 2.2.7 Administration will ensure parents are informed regarding school re-opening.