

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

School Closure

School Operations D - 29

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

June 12, 2017

September 13, 2004

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POLICY STATEMENT

Bus cancellations and school closure may be necessary to protect the safety of students and staff during times of inclement weather or other emergencies. Refer to Policy D-51 Emergency Preparedness Plan.

This policy is intended to clarify the expectations of School Staff and Board Staff during these cancellation and closure situations.

IMPLEMENTATION

1. The Principal shall have a plan in place to notify parents, students and staff when buses are cancelled and / or the school is closed.
 - 1.1 Notification shall be made as early as possible.
 - 1.2 Parents shall be informed of the plan at the beginning of the school year.
2. On days when school buses are cancelled the school will remain open. If weather conditions make it impossible in the opinion of the staff member to reach the School / Board office the applicable Collective Agreement will apply.
3. The Principal, in consultation with the Supervisory Officer, may declare the school "closed" in cases of extreme weather conditions or in case of other emergency situations.
 - 3.1 School staff and board staff are not expected to arrive for work when the school is closed.
 - 3.2 School staff and board staff shall receive no loss of wage or benefits due to school closure.

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IMPLEMENTATION (Continued)

4. The Principal, in consultation with the Supervisory Officer, may send all or some students home early due to unforeseen weather conditions or other emergencies.
 - 4.1 The Principal shall have a plan in place to ensure the safety of students leaving school prior to the regular departure time.
 - 4.2 Parents shall be informed of the plan at the beginning of the school year.
5. Sections 3 and 4 should be used only in the most extreme situations.
 - 5.1 The Board Chair will stand in for the Supervisory Officer if the latter is not available.