

**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:

REVIEW DATE:

January 16, 2023

June 12, 2017

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January 2027

POLICY STATEMENT

Bus cancellations and/or school closure may be necessary to protect the safety of students and staff during times of inclement weather and/or other emergencies. Refer to Policy D-31 Emergency Response Protocol.

PURPOSE

To clarify the expectations for Board Staff and School Staff during these cancellation and/or closure situations.

ADMINISTRATIVE PROCEDURES

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.
 - 1.3 Before and After School program staff shall be included in the communication of information regarding bus cancellation/school closure.
2. On days when school buses are cancelled the school will remain open for learning.
3. 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.
4. The Principal, in consultation with the Supervisory Officer/Designate, may declare the school “closed” in cases of extreme weather conditions or in case of other emergency situations.
 - 4.1 School staff and board staff are not to arrive for work when the school is declared closed before the beginning of the school day unless permission is approved by the Supervisory Officer or Designate.
 - 4.2 School staff and board staff shall receive no loss of wage or benefits due to school closure.

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ADMINISTRATIVE PROCEDURES (Continued)

5. The Principal, in consultation with the Supervisory Officer, may send all or some students home early due to unforeseen weather conditions or other emergencies.
 - 5.1 The Principal shall have a plan in place to ensure the safety of students leaving school prior to the regular departure time.
 - 5.2 Parents shall be informed of the plan at the beginning of the school year.
6. Sections 3 and 4 should be used only in the most extreme situations.
 - 6.1 The Board Chair will stand in if neither the Supervisory Officer or Designate is available for consultation regarding school closure.