

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM:</b> Emergency Closing of School(s)	<b>CODE:</b> EBCD
<b>LEGAL STATUS:</b> Board Motion 26.09, Education Act 1995	<b>DATE APPROVED:</b> 12 Jun 89 26 Jan 09

**Background:** The Board of Education recognizes the need to respond effectively and efficiently to an emergency situation that affects a school or the school division. The safety of the children and staff are paramount.

**POLICY:** **The Board of Education authorizes that the Director of Education or designate may close a school or all the schools in the school division if the situation warrants.**

- Guidelines:**
1. The Director of Education is responsible to determine if an emergency situation should result in the closure of a school or the school system. In addition, the Director of Education will provide the Board of Education with a written or oral report at the next meeting of the Board outlining why such action was required.
  2. The Director of Education will develop a communication network/system to ensure the safety of students and staff.
  3. The Director of Education will inform the Board Chair of any or all school closure(s), and in the event of the closure of all Catholic schools, will also inform the Director of Education of the Saskatchewan Rivers school division.
  4. The Director of Education will inform appropriate Ministry of Education officials when all the Catholic schools in the City of Prince Albert are closed due to an emergency.

- Procedures:**
1. In the event that an emergency closure of a school is necessary, the principal shall obtain permission from the Director of Education or designate (if time permits). Each principal and staff is expected to develop a school policy/procedure to ensure the safety of the children and effective communication with the parents.
  2. In the event that a school or the school division is closed, all staff is expected to be at work during regular school hours unless directed otherwise by the principal with approval of the Director of Education. This expectation will be clearly communicated through the radio media.
  3. If an entire school division closure is necessary the Director of Education or designate:
    - 3.1 will announce the morning closure using the local radio media before 7:00 a.m.

- 3.2 will announce a noon or other closure using the local radio media.
- 3.3 will inform principals and transportation officials as soon as possible.
- 4. Principals must ensure the presence of a responsible adult in the school building when deemed necessary.
- 5. Although Prince Albert Catholic schools will remain open on extremely cold school days, the Catholic school division affirms and supports parent's discretion in keeping their children at home when weather conditions warrant. Parents are asked to contact the school if they choose to keep their child(ren) at home. School administration will convey this message to the school community on an annual basis.