

The Board of Trustees believes that instructional time must be maximized in order to provide the most benefit for students. All schools will therefore be in compliance with the school days requirements prescribed by Manitoba Education. However, the Board of Trustees does recognize that there may be situations where a school must be closed to ensure the safety and health of students and staff. In such circumstances, the Chief Superintendent, Area Superintendent or Secretary-Treasurer is authorized to close a school providing the appropriate procedures are followed.

Adopted September 1, 2009	Revised September 1, 2019	
---------------------------	---------------------------	--

The circumstances which require school closures and the procedures to be followed are outlined below.

## 1. Closures

Circumstances for school closures will vary throughout the Division, depending on the location of the school.

Schools may be closed in situations where there are circumstances deemed to be a threat to the safety and health of students and staff. Such circumstances may include the following:

- a. workplace safety and health issues
- b. external temperature and/or wind chill
- c. temperature in the school and classrooms
- d. water supply failure or power supply failure
- e. highway and local road conditions
- f. weather warnings/advisories from agencies such as Environment Canada, Manitoba Highways, R.C.M.P.
- g. snow fall and blowing snow effect
- h. natural disasters such as forest fires and floods
- i. other factors particular to the community.

When considering school closures, the Principal shall use the attached checklist to assess the local situation. (C.2.H-EX1)

## 2. Procedures

- a. The Principal shall contact the appropriate Area Superintendent, the Chief Superintendent or the Secretary-Treasurer to receive authorization for a school closure.
- b. When the Principal is unable to contact the Area Superintendent, Chief Superintendent or Secretary-Treasurer, the Principal shall make the decision only after consideration of these guidelines and consultation with appropriate school staff and community officials.
- c. In any circumstance where the decision has been made to close the school, the Principal shall immediately notify parents/guardians and the community.

- d. If, during the school day, the Principal recommends closure, the Principal shall ensure that parents/guardians are notified and suitable arrangements for students have been made.
- e. A school closure and the reason for it shall be reported to the Chief Superintendent's office immediately. The Chief Superintendent's office is required to report closures to the Minister of Education.
- f. At the beginning of each school year, Principals, staff and School Committees shall review the policy on school closures.
- g. Each year, Principals shall share this policy with parents/guardians and other community members.

Adopted September 1, 2009	Revised September 1, 2019	
---------------------------	---------------------------	--

Principals should use the following checklist to assess whether or not a school should be closed.

**CONDITIONS**

- Temperature  
(Is the temperature in the school uncomfortably low because of the outside temperature?)
- Water Supply Failure
- Hydro Supply Failure
- Highway and local road conditions  
(Have any advisories/restrictions been listed? What have the bus drivers reported?)
- Other weather warnings/advisories  
(Has Environment Canada listed any weather warnings or advisories?)
- Flooding (Overland flooding and/or roads washed out?)
- Forest Fire (Is there a great deal of smoke or ashes falling?)
- Other – specifics \_\_\_\_\_

**CONSULTATION**

- Transportation Coordinator
- Area Superintendent
- Chief Superintendent
- School Committee
- RCMP
- Manitoba Highways
- Other Divisional staff
- Emergency Personnel

**NOTIFICATION**

- Parents/students
- Chief and Council
- Town Council

Adopted September 1, 2009	Revised September 1, 2019	
---------------------------	---------------------------	--