



POLICY STATEMENT 155

SUBJECT: EMERGENCY SCHOOL CLOSURES

AUTHORITY: NB Regulation 97-150, Section 6(3) EFFECTIVE: September 1, 2004

RESPONSIBILITY: Superintendent or Designate, REVISED:
Principal

REFERENCE: Family & Community Services PAGE: 1 of 2

Statement:

The Superintendency may find it necessary to close schools or cancel bus runs under conditions that pose a threat to health or safety.

- 155.1 By October 31st of each school year, the Principal shall be provided with a district letter to establish and make known to parents/guardians procedures regarding unexpected school closures. For students in K-8, parents/guardians must provide a destination plan for the safety of their child (using the District [2 Unexpected School Closure Contingency Plan](#) form (*Appendix A.*) This plan shall include an alternate address and phone number. In the event of an emergency school closure during the school day, the staff of K-5 students shall make every effort to contact the identified phone number.
- 155.2 The decision to close school(s) because of emergency conditions will be made by the Superintendent or designate. Schools may be closed due to storm conditions, lack of essential services or utilities, or concerns for student health or safety.
- 155.3 Radio stations shall be informed of any early morning closure as early as possible. Emergency closures will be posted on the district website and on the district “snow line”(856-7669). When school is cancelled during the instructional day, every effort shall be made to inform the Principal before the media to allow schools time to prepare students for departure.
- 155.4 The Principals shall make every reasonable effort to ensure a staff member is available at the school for one hour beyond the normal start time to inform students who may not have heard of the school closure
- 155.5 When school is closed during the instructional day, the Principal shall ensure that a staff member (ie. Custodian, Teacher Assistant) is in the school building to receive telephone calls and that the building remains open for a reasonable amount of time after the departure of the last student.

- 155.6 The Principal shall remind parents that the final responsibility for determining whether or not students attend classes, on days when hazardous weather conditions exist and school remains open, rests with the parents.
- 155.7 If it is necessary to close school(s) during the school day, students in attendance will be marked present for the full day.
- 155.8 When school is closed during the instructional day due to hazardous weather, the District Office shall ensure that an employee in the transportation department is available to answer bussing queries for a reasonable amount of time following the closure.