

Temporary School Closure

AP No. 402.15

ADMINISTRATIVE PROCEDURES

1. The Superintendent of Schools, or designate, has discretion to enact a temporary school(s) closure in the presence of factors which are detrimental to the health, welfare and/or safety of students. Should such a closure be effected, the Superintendent of Schools, or designate, shall notify the Chairperson of the Board at the earliest opportunity.
2. In the event of any temporary school(s) closure, only students are exempted from class attendance. All employees of the Board are expected to report for duty as normal. In the event that it is impossible for an employee to report as normally scheduled, the school administrative officer or the supervisor in charge is to be notified as soon as possible of the person's inability to report for duty, and the reason should be provided.
3. In the event of temporary school closure, every effort will be made by the school(s) involved to contact the families of students affected via telephone. The news media (radio and television) will also be utilized for the purpose of parent notification.
4. Because of exceptional circumstances, an early dismissal from school could be effected part way through a school day.
5. No student will be sent home early without ensuring student safety.