

3000: EMERGENCY SCHOOL CLOSURE (AP)

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POLICY

The Board of Education recognizes its responsibility to keep District schools in session for pupils and staff for all prescribed school days.

The Board understands that circumstances may arise whereby it may become inadvisable to have pupils and/or staff in school. The Board authorizes the Superintendent of Schools to determine whether an individual school should be in session or remain in session when extraordinary/emergent circumstances arise.

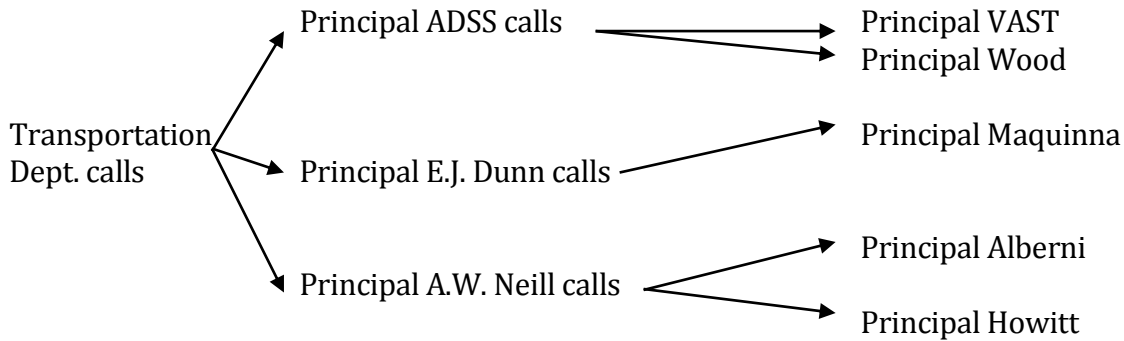
ADMINISTRATIVE PROCEDURES

1.0 CLOSURE DUE TO INCLEMENT WEATHER

1. 1 Closure due to inclement weather will be for a specified period of time and will be of two types
 - i) for pupils only or
 - ii) for pupils and employees.
1. 2 Closure decisions will be made on a day to day basis with as much notice provided as possible.
1. 3 Closure announcements will be made via local or regional radio or television as close to 7:00 a.m. as possible.
1. 4 Schools in areas not served by local or regional radio or television will develop procedures appropriate for their community.
1. 5 If closure is for pupils only, all employees are expected to get to their normal work site-as close to the normal starting hours as possible. Only employees who report to work for the day will be paid.
1. 6 If closure is for pupils and employees, all employees will be granted to appropriate leave of absence with pay.

1.7 Alberni Valley fan out notice procedures.

Where it is decided to close schools in the Alberni Valley, the transportation department will telephone the principal or designate of the school first listed below, who will call the principal or designated of the subsequent listed schools.



2.0 CLOSURE DUE TO POWER OUTAGE

2.1 Planned/Known Outages

2.1.1 When it is known in advance that the power will be off, Principals in consultation with the Superintendent of Schools will determine whether the school is to be closed for part day, full day or longer periods.

2.2 Sudden Power Outages

2.2.1 Principals shall designate those areas of their school which are considered hazardous to pupils and staff in the event of a power outage.

2.2.2 In the event of a power outage, pupils and staff shall immediately be moved from the designated area into another area within the school

2.2.3 As certain teaching areas are made inoperable by an extended outage, it is advisable to reduce the number of pupils in the school in an organized, responsible manner. Under no circumstances are elementary pupils to be sent home unless there is assurance of appropriate home supervision.

The following timetable is provided as a guide. Individual school circumstances may require minor adjustments.

Time	Procedures
Power Outage	Pupils will remain occupied in classrooms.

In 10 minutes	Principal will notify Central Office.
In 60 minutes	As a result of prior or immediate information from parents, pupils will be designated as to who may go home and who must remain in school.
In 65 minutes	Principal to notify Superintendent of Schools of actions taken.

2.2.4 Schools should develop strategies for communication with staff and students when there are power outages.

2.2.5 Schools should maintain an emergency telephone that operates during power outages.

3.0 EARLY DISMISSAL – TRANSPORTATION ARRANGEMENTS

3.1 Bus pupils shall not be dismissed early until school buses have been arranged.

3.2 Early dismissal of Special Education students who require specific transportation services shall not occur unless specific transportation arrangements have been made or the parents have arranged otherwise.