



### AP 3XXX Temporary School Closures

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Legislative References:

Policy Reference:

Collective Agreement References:

Date: July 29, 2025

## REGULATIONS

### A. Hazardous Road Conditions

1. The Secretary-Treasurer or designate shall determine if a bus or buses shall not run because of hazardous road conditions.
2. The Secretary-Treasurer or designate shall then notify the media.
3. The Secretary-Treasurer or designate shall notify the Principals or Vice-Principals.
4. Principals seeking additional information may telephone the Secretary-Treasurer or designate at the School Board Office after 6:45 a.m. or, if necessary, at home.
5. Where adverse conditions prevail across the District making it unreasonable to expect any employees to report for duty, a declaration that schools are to be closed shall be broadcast by the Superintendent or designate over the radio as indicated in (2).
6. Students who live within walking distance as established by the District are expected to make a reasonable effort to report to their school for instruction. However, the decision regarding attendance is the responsibility of the individual parent.
7. If the school(s) are to be closed with no employees in attendance, the announcement shall be made as indicated in (5).
8. General information regarding procedures in inclement weather shall be communicated to parents by Principals early in each school year.

### B. Deteriorating Weather Conditions

1. A Principal having concern about local road conditions in his/her school attendance area shall contact the Superintendent and/or Secretary-Treasurer regarding his/her intention to close the school.
2. If the District becomes aware of impending hazardous road conditions, the Secretary-Treasurer, after consultation with the Superintendent, shall notify the Principal as soon as information is received that indicates that the school shall have to be closed early.
3. Each school shall communicate this policy to parents early in the school year.



4. If a bus driver is unable to complete the normal bus run, he/she is expected to ensure the safety of students in his/her care. Where the distance a student must walk is significant, even though it is less than the walk limits, the driver shall consider the age of the student, the weather and road conditions, the number of houses along the road, and other similar factors. Where he/she considers there to be some hazard, the driver shall not permit the student off the bus. Students remaining on the bus are to be taken by the driver to a place of shelter, such as the bus depot, school, or other supervised public building until arrangements can be made with parents for acceptable transportation. The Principal and District Principal/Operations will be notified immediately.

### **C. Unusable Facilities**

1. The Principal shall immediately report the situation to the Superintendent and/or the Secretary-Treasurer if the Superintendent is unavailable.
2. If authorization to close the school is given, parents shall be notified of the closure.
3. Arrangements for emergency transportation/accommodation of students shall be made by the Secretary-Treasurer or designate.
4. Depending on the severity of the circumstances, the Principal shall determine whether staff should complete their work day at school or at home.

### **D. Employee Responsibilities**

1. Employees shall make a reasonable effort to report for work at their normal work location.
2. If they are unable to reach their normal work location, employees shall report for work at a work location closest to their home.
3. Employees reporting for work at a location other than their normal work location shall be assigned appropriate duties by the administrator of that work location.
4. Other matters relating to assignment of duties and compensation shall be as outlined in the Collective Agreement or the written understandings as may be developed jointly by the union and management.