



**Policy 5.04
Category: Facilities**

Emergency School Closure

BACKGROUND

Student safety and security while travelling to and from school or while on the school premises is of paramount importance. It may be that an occasion may present itself in which it is unsafe to travel to and from school, or to remain at school. This emergency situation must be addressed in a responsible and timely fashion.

POLICY STATEMENT

1. The CAPE Charter Board is responsible for decisions that respond to emergencies that require cancellation of the school operation or student transportation. These decisions must be made in a timely and responsible fashion to ensure the safety and security of the students. CAPE school students are transported to and from school by the parents. Therefore, the safety and security of the parents must also be considered when emergency situations arise.

DEFINITIONS

2. **Responsible** - answerable or accountable, as for something within one's power, control, or management.
3. **Timely** - done at a good and suitable time.
4. **Protocol** - a system of rules that explain the correct conduct and procedures to be followed in formal situations.

GUIDELINES

5. The following guidelines must be followed when making emergency school closure decisions:
 - 5.1 The Superintendent must establish a protocol to be followed for emergency school closure.
 - 5.2 This protocol should include radio and/or television announcements, activation of the phone tree, and phone contacts.
 - 5.3 The Superintendent or designate is responsible for making the final decision about school closure. Reasons for emergency school closure include, but are not limited to:
 - 5.3.1 blizzard;
 - 5.3.2 icy road conditions;
 - 5.3.3 extreme winds;

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 5.04

Category: Facilities

- 5.3.4 road closures;
- 5.3.5 floods;
- 5.3.6 broken water mains.

References:

School Act

Adopted: December 3, 2007

Motion: #2007-12-03-12

Revised: September 30, 2008

Motion: #2008-09-30-22

Reviewed: June 2011

Revised: February 26, 2013

Motion: #2013-2-26-8

Reviewed: September 2018