



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

<b>BOARD GOVERNANCE POLICY</b>	
Motion	2016-09-008
Adopted	September 27, 2016
Last Revised	
Review Date	

**SCHOOL CLOSURE**

**1. PURPOSE**

Moosonee District School Area Board is committed to the safety and well-being of its students and staff. The Board has developed this policy to allow for the temporary shutdown of the school or classes. The safety and well-being of the students and staff are the main consideration in establishing and implementing this policy.

**2. POLICY**

It is the policy of the Moosonee District School Area Board that the school may be closed for a temporary period of time in the case of an emergency arising out of a power shutdown, inclement weather, fire, flood, breakdown of the heating plant, the failure of an essential utility, or a similar emergency, when the health, welfare, or safety of children are in jeopardy.

**3. EDUCATION ACT PROVISIONS**

The *Education Act* outlines the statutory powers of a school board relative to school operations as follows:

- a) Section 170: Every board shall keep open its schools during the whole period of the school year determined under the regulations, except where it is otherwise provided under this Act.
- b) Section 19: A board may close or authorize the closing of a school or class for a temporary period where such closing appears unavoidable because of,
  - failure of transportation arrangements; or
  - inclement weather, fire, flood, the breakdown of the school heating plant, the failure of an essential utility or a similar emergency.

**4. SCHOOL CLOSURE DUE TO PLANT MALFUNCTION**

- a) In the event of a mechanical malfunction such as heating/ventilation/air conditioning system failure causing room temperature to drop below 15 degrees Celsius or rise above 30 degrees Celsius in over 75% of the building, students and staff will be dismissed.

- b) In the event of a water system shut-down for a period in excess of one hour, the staff and students will be dismissed.
- c) In the event of a scheduled power outage, all staff and students are to remain at home. Information will be sent to the staff and students prior to the scheduled power outage with the time and dates of the school closure. In the event that power is restored earlier than scheduled, subsection 4 (e) below describes the process to be followed.
- d) In the event of an unscheduled power outage, the principal will contact Hydro One and/or the business administrator to determine the length of time of the unscheduled power outage. If the outage will be in excess of thirty (30) minutes, the staff and students will be dismissed. The school will be closed and all parents, caregivers, and guardians will be notified immediately prior to dismissal.
- e) When power is restored, staff members are expected to be at work within half an hour after the restoration of power. If power resumes at or later than 2:00 p.m., school will resume the following day. School will be open to the students half an hour after the restoration of power, but it will be the responsibility of the parent/guardian to provide transportation for their child/children to arrive at the school.
- f) In the case of catastrophic conditions such as sewer backup, flooding, or explosion, section 7 below describes the process to be followed should the school close due to any of these causes.

## **5. CLOSURE DUE TO SEVERE WEATHER CONDITIONS**

- 5.1. Closure of the school is to be decided by the principal in consultation with the supervisory officer, noting information available from Environment Canada and other sources. The supervisory officer will notify the members of the Board of Trustees. In the absence of the supervisory officer, the principal or business administrator will contact the chair or vice-chair of the Board prior to the decision to close the school.
- 5.2. Unless the school has been officially closed through the processes outlined above, the school will remain open and the cancellation of school buses will not impact on staff attendance unless staff members have been notified accordingly.

## **6. CLOSURE OF THE SCHOOL PRIOR TO 8:45 A.M.**

- 6.1. The principal or vice-principal, following communication with the supervisory officer, business administrator, and where necessary in the absence of the supervisory officer, the chair or vice-chair of the Board, will communicate with parents as early as possible through the school/parent email distribution list, school newsletter, school website, and all available radio stations and inform them as follows:  
"The school is closed for students and staff."

**7. CLOSURE OF SCHOOL DURING SCHOOL DAY**

- 7.1. The decision to close the school during the school day shall be made following consultation with the principal and/or vice-principal, and confirmation from the supervisory officer and business administrator. In the event of the unavailability of the supervisory officer, the confirmation will be from the chair or vice-chair of the Board.
- 7.2. The principal/vice-principal shall inform the bus operators.
- 7.3. The principal/vice-principal will communicate with parents/guardians asking them to pick up their children from the school or the location designated in the school emergency plan.
- 7.4. In the event that parents/guardians cannot be reached, students will remain at the school or at the location designated in the school emergency plan, and will be supervised by school staff until such time as communication with parents/guardians has been achieved.

**REFERENCE DOCUMENTS****Legal:**

*Education Act, Section 19: Closing of School or Class by Board*

*Education Act, Section 169.1: Board Duties and Powers—Promote Student Well-Being*

*Education Act, Section 170: Schools Kept Open, Except as Provided in Section 19*

*Education Act, Section 265: Duties of Principal—Care of Pupils and Property*

**Board:**

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-24 Student Transportation

**Resources:**

Moosonee District School Area Board brochure, "*What You Should Know about Inclement Weather Days*"