

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION B: ADMINISTRATION**

<b>EMERGENCY CLOSURE OF SCHOOLS AND BOARD FACILITIES</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 1999 12 08/ 2000 12 01/ 2001 05 22 / 2016 03 22	

**REFERENCES:**

- Procedural Guideline: Emergency Dismissal – Elementary Schools
- Chatham-Kent Lambton Administrative School Services (CLASS) Administrative Procedure: Inclement Weather

**ADMINISTRATIVE PROCEDURES:**

Schools and Board facilities may be closed as a result of inclement weather, extreme cold, failure of the physical plant (i.e. heating, electrical, water), emergency situations or other extreme conditions.

**1.0 Responsibility**

- 1.1. The Director of Education will be responsible for the development and implementation of this policy and procedures and ensuring compliance.
- 1.2. The Director of Education will be responsible for communication of the policy and procedures to Board employees.
- 1.3. Principals will be responsible for communication of this policy and procedures to school communities.

**2.0 Expectations**

- 2.1 All facilities of the St. Clair Catholic District School Board will remain open unless otherwise indicated.
- 2.2 The Director of Education, or designate(s), will approve the closure of facilities in accordance with the Education Act and approved Policies and Procedures.
- 2.3 The General Manager of CLASS will develop transportation procedures that provide direction during inclement weather conditions.
- 2.4 The General Manager of CLASS, after consultation with the School Bus Operators, will approve curtailment, cancellation or disruption of transportation schedules in accordance with the Education Act and approved Student Transportation Policies and Procedures.
- 2.5 The General Manager of CLASS will provide, through the radio stations, and various electronic media, consistent, timely and accurate information of decisions resulting from inclement weather conditions.

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION B: ADMINISTRATION**

- 2.6 The Manager of the Planning and Business Support will develop procedural guidelines for emergency dismissal of elementary students and communicate these guidelines to Principals.
- 2.7 The Principal of a school will develop an emergency response plan in accordance with related and approved Policies, Procedures and Guidelines.
- 2.8 For all proposed early dismissals, the Principal will discuss the recommendation with the Director of Education, or designate(s), and, once the decision for early dismissal is made the Principal will notify parents of the decision. In the event that a parent cannot be contacted, students shall not be released from school unless alternate arrangements are in place. Secondary school students may be released without parental notification.
- 2.9 The Executive Manager of Human Resources will annually communicate in a memorandum to employees regarding expectations during periods of inclement weather.
- 2.10 During periods of inclement weather staff of the St. Clair Catholic District School Board are to use good judgment in determining whether to travel to their place of employment. Failure to attend, or attending later than would be reasonably expected, will be addressed under the terms of the appropriate Collective Agreement or Board Policy.

**3.0 Additional Information**

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.