

 <p><b>Jarvis Community Christian School</b></p> <p>SCHOOL ADMINISTRATIVE PROCEDURE BINDER</p>	ADMINISTRATIVE PROCEDURE NUMBER 104	PAGE NUMBER 1 of 3
	TITLE: Emergency Closure – Regular School Day	
	PREVIOUS REVISION DATES: None – New Procedure	DATE OF APPROVAL: May 12, 2010
LAST REVIEWED: 2011, September 2017	REVIEW MONTH: August	SIGNATURE OF COO/Principal:  Chad Haverkamp

## Background

The COO/Principal may close the school and/or arrange for the early dismissal of students in situations where the health and safety of students is at risk.

The primary consideration in the event of severe weather conditions shall be the health and safety of students. The COO/Principal may suspend or curtail school bus service to any school or schools and/or close schools or cancel classes when weather conditions constitute a hazard to the safety of students.

During inclement weather, the final decision to send a child to the bus stop or to school rests with the parents, even though buses and school may be operational. Parents are expected to exercise good judgement and care when deciding whether or not to send their child(ren) to school when weather conditions are extreme.

Area conditions shall dictate decision-making. Factors which threaten student health and safety are not always present in all communities at the same time.

Blizzards and drifted or icy roads are often the most difficult situations to assess. These conditions can vary greatly throughout the area and can appear and disappear over short time spans. The COO/Principal assesses these situations by consulting with bus drivers and public school transportation decisions.

## Procedures

1. School will be closed for students and staff if conditions are such that the students and staff are at a health risk. Any of the following factors, or combinations of them, shall serve as guides for considering school closure or early dismissal of students:
  - 1.1. Loss of power and heat;

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- 1.2. Inadequate water supply;
  - 1.3. Sewer back-up;
  - 1.4. Structural damage to the school building;
  - 1.5. Illness epidemic; and/or
  - 1.6. Other emergent situations.
2. Classes may be cancelled from time to time for inclement weather and such closure will be announced on the school website, Facebook, radio, television and through the phone chain. It is the parents' responsibility to listen for these announcements and to make suitable arrangements for their children.
  3. Any of the following factors, or combinations of them, shall serve as guidelines for considering cancellation of classes or early dismissal of students:
    - 3.1. A temperature of -40 degrees or lower reported by the Weather Office for Hamilton;
    - 3.2. Wind chill of approximately -50 degrees Celsius, as determined by the Public Weather Information Office in Hamilton;
    - 3.3. Visibility of less than 300 meters as determined by the Public Weather Information Office in Hamilton; and/or
    - 3.4. Advisory reports from police, municipal or other local road officials.
    - 3.5. Where the police have made decisions regarding road travel, closure, etc., these shall prevail over any or all other regulations.
  4. Early morning decisions regarding bus service cancellation or cancellation of classes will be made prior to 7:00 a.m.
    - 4.1. After consulting with appropriate personnel, the COO/Principal will decide whether School operated buses will run.
    - 4.2. Normally, decisions will follow the lead of the public school board decisions regarding cancellation of bussing service.
  5. In the event of an emergency school closure or early dismissal:
    - 5.1. The principal will:
      - 5.1.1. Consult with the Transportation Committee Chair and Vice-Principal;
      - 5.1.2. Notify school personnel and other appropriate people of the decision to close the school or arrange for the early dismissal of students;

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- 5.1.3. In extreme emergency situations, exercise good judgement and decide and act on his/her own; and
- 5.1.4. Initiate phone chains to ensure proper information is given regarding school closure.
- 5.1.5. Arrange for the school bus drivers to be notified immediately; and
- 5.1.6. Initiate the spread of information to the school community via the phone chain information system, and to the larger community via the following television and radio stations:
  - Radio: CD 98.9 (Simcoe)
  - Television: CHCH
- 6. Parents are not required to send their children to school if, in their judgement, weather conditions are detrimental to the safety or well being of their children.
- 7. If classes are cancelled during inclement weather:
  - 7.1. The principal shall ensure that one or more staff members are designated to open the school doors in the event that students do arrive when classes are cancelled. The school must be accessible for a reasonable period of time;
  - 7.2. The school building shall remain open so that any students whose parents cannot be contacted and who have no alternative place to go can remain there under adult supervision, as arranged by the principal, until accommodations can be found;
- 8. If the school buses are cancelled, normally the school will be closed for the day.
- 9. In the event of early dismissal of bussed students, every student shall be delivered safely to their parents/guardians or are satisfactorily housed.
- 10. When conditions are such that it is not safe to send students home by bus, they are to be kept at school until satisfactory arrangements can be made.
- 11. If weather and road conditions place the welfare of staff in some jeopardy in reaching their usual place of residence, the principal may authorize a staff member to leave prior to normal school closing time. The principal must ensure appropriate supervision is maintained.