

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 195	
Effective	
Revision Date	

SCHOOL CLOSURE

PURPOSE

It is the responsibility of the supervisory officer or designates to make decisions with respect to the temporary shutdown of schools and board buildings. The safety and well-being of the students and staff are the main consideration in establishing and implementing this procedure.

DEFINITIONS

Inclement Weather: Inclement weather is a severe weather condition such as high winds, tornado, high volume snow storms, extended freezing rain event, or flooding conditions.

Facility Failure: A facility failure is a failure of a major building component such as heating system, electrical service, water supply, sewer backup or building envelope (roofs, walls, windows, etc.) where the failure may not be corrected within a reasonable time.

PROCEDURES

1. Reasons for Closure

1.1 Reasons for closure, include but are not limited to:

- a) inclement weather (extremes in temperature, icy conditions, or excessive snow);
- b) facility failure, including water/sewage problems (smell or waste), or power outages
- c) order of the Medical Officer of Health.

2. Course of Action

- a) The Business Administrator (or designate) will call each Board member beginning with the Chairperson and inform trustees of all the circumstances.
- b) A notice will be communicated to parents and the public memo informing them of the school closure and stating when the school will be reopened. The

Supervisory Officer (or designate) will notify the Ministry of Education of closures lasting a day or more.

- c) The Principal will inform each staff member of the closing.
- d) The Principal will notify the bussing contractor of the bussing changes.
- e) The Moose Cree Education Authority Executive Director will be informed about the closing.

REFERENCE DOCUMENTS

Legal References:

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

Education Act, section 265, Duties of Principal: Report to Medical Officer of Health—Communicable Disease