

Kelsey School Division Box 4700 The Pas, MB. R9A 1R4 Phone: 623-6421	Code: EBCA
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EMERGENCY SCHOOL CLOSINGS

Cross reference heading: EXTREME WEATHER CONDITIONS

1. The Board authorizes the Division Office Administration to close schools & bus routes in the event of hazardous weather, or other emergencies, which present threats to the safety of students, school staff members, or school property.
2. The Board also recognizes that most emergency closings come under the three groups outlined below. General rules are given for each group.
 - A. Closing of a building (buildings) because of hazardous conditions within the building. This type of emergency could well require the evacuation of the building. In this case, the principal (or designate) will evacuate the building, call the appropriate officials (fire, police, etc.), and notify the Division Office Administration of actions taken. Proper procedures for transportation, billeting, etc. will be instituted by Division Office working in conjunction with the principal.
 - B. Closing of a building (or buildings) because of hazardous conditions (weather, water-main break, etc.) which do not require an evacuation. In this instance, the decision to close will be made by the Division Office Administration, in consultation with the principal, if possible. The Division Office Administration would then take the necessary steps to see that proper notice of school closure be given to the local radio stations, (notice will also be posted on the KSD website) and that the student transportation system be notified of required changes.
 - C. Closing of all schools in the Division. This would usually occur because of very severe weather conditions. The decision to close will be made by the Division Office Administration who will also set into motion any required action such as notifying local radio stations and the transportation supervisor, etc. In all cases of school closings, all members of the Board of Trustees will be notified at the earliest possible time of the action taken.
 - D. Cancellation of Busses only. Kelsey School Division buses will not run at temperatures in excess of -45° Celsius. As defined by Environment Canada (The Pas Airport). The decision as to whether to operate the buses for the whole day will be made at 6:00 am.
 - E. Parental Discretion. With a windchill in excess of -45° Celsius, as defined by Environment Canada (The Pas Airport), parents will be advised via media that attendance will be at their discretion and the students will not be penalized.

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Responsibilities re: Notice

1. Every effort shall be made to give notice before 7:30 a.m. The announcement shall be through the CJAR Radio station, Native Communications Incorporated (NCI), and CBC North Country (Thompson). Each school principal shall be informed of school closures or if buses are not running, as soon as possible.
2. Schools will inform parents through newsletters, school handbooks, websites, or other notices, about procedures related to school closures especially those due to inclement weather.
3. When all schools are declared closed, all instructional programs, extra curricular activities, and examinations will be cancelled. Programs using school facilities, including evening programs, will be cancelled.
4. When schools have been closed because of severe storms, heating, and/or ventilation problems, or any event considered potentially hazardous to the health and/or safety of the occupants, the Superintendent will submit a written notice to the Minister of Education, as per Manitoba Regulation 4/81:8, subsection 2.

Employee Issues Pertaining to Closure

1. When schools are declared closed, if it is advantageous to have certain employees at the school to maintain access to the building, these arrangements will be made in consultation with immediate supervisors.
2. When all schools within the Division are declared closed, no employee shall be required to report to work. Each employee shall be paid the full salary for that day.
3. When a bus driver's route is affected for any reason (e.g. no transportation because of weather, breakdown, etc.), the driver will be responsible to notify every family on that route. Because of this responsibility, the bus driver will be paid for that shift.
4. Schools shall have a plan to accommodate students beyond the school day when the students are unable to return home due to inclement weather.