

 <p>Cree School Board Commission scolaire crie</p>	<h1>Administrative Policy and Procedures on School Closing</h1>	
	<p>Department responsible: General Administration Effective date: March 9, 2006 Approved by: Director General</p>	
	<p>References:</p>	<ul style="list-style-type: none"> Council of Commissioners / Policy Resolution 2006-019 and amended by Resolution 2011-03
	<p><u>Other Administrative Policies</u></p>	<ul style="list-style-type: none"> Student Attendance

Articles in boxes identify the provisions already adopted by the Council of Commissioners in a Board Policy.

1) General Provisions

Purpose 1.1. This Administrative Policy establishes the rules pertaining to school closing, suspension of classes and interruption of services in specific cases.

Principle 1.2. Although school calendars must be respected, the Board recognizes that exceptional circumstances may result in school closing. In those cases, the decision to close the school must:

- a) be based on the priority of ensuring the health and safety of students and personnel;
- b) avoid unnecessary loss of instructional time.

Definitions 1.3. In this Administrative Policy, the following words or expressions mean:

- a) **CEA:** the Community Education Administrator;
- b) **school administrators:** the Principal, Vice-Principal(s) and CEA.

2) Requirements

2.1. The following circumstances may warrant a school to close or to suspend classes or services:

extreme weather **2.1.1. For Extreme Weather Conditions**

The school may be closed for extreme weather conditions, only when the local Public Safety Department declares a state of emergency for such reason. Such closure may be for periods of half-day and the school may reopen in the afternoon or the next morning if the conditions have improved.

bus services The school administrators, after consultation with the transporter (bus driver), may decide to cancel transportation services due to dangerous road conditions. The school may however remain open, in which case, the parents are responsible for taking their child(ren) to and from school.

2.1.2. For Power Failure or Water Shortage

unexpected For unexpected power failure or water shortage, the Principal must contact Hydro-Québec or the local Cree Nation to inquire about the nature of the problem. If the nature is unknown and the Principal cannot get a confirmation that the services are to be re-established within 30 minutes, he may dismiss the students for the remainder of a half day.

The school will resume if the problem is solved at least 60 minutes before the beginning of the next half day.

planned If a notice of services interruption was previously received by the school, the Principal waits until the power failure or water shortage occurs before dismissing the students.

buildings and transportation

2.1.3. For other issues related to buildings or transportation

For problems such as flood, heating system, bus mechanical problems, etc., the Principal decides on the necessity for a partial or total school closing after consultation with the other school administrators.

The school may however remain open, in which case, the parents are responsible for taking their child(ren) to and from school if the bus services are not provided.

funerals

2.1.4. For Funerals:

When a death occurs in a community, the school remains open. However, in circumstances where deemed necessary, a formal request may be submitted to the Director of School Operation and the Director General to close the school for a funeral.

epidemic

2.1.5. For Epidemic

When one-third (1/3) of the students are absent due to an epidemic the remaining students may be dismissed. The Principal should take his decision after consultation with the Local Health Authority.

Other situations

2.1.6. For any other situations, upon request submitted by the school administrators, the Director General of the Board may authorize a school closure for a period deemed appropriate.

Personnel

2.2. In case of suspension of classes or interruption of services, all employees are required to report to work as usual, unless the school administrators decide that their health and safety are compromised. It will be considered as a planning day for teachers. However, maintenance employees may be required to be present for the safeguarding of the school buildings.

Report

2.3. For any school closure covered by this section, the Principal has to send a report to the Supervisor of Schools (see **Annex A**).

3) Information

Announcement

3.1. The Principal informs the population about suspension of classes, interruption of services or school closing by:

- a) contacting local or regional radio station;

- b) using telephone chains, if applicable;
- c) memo;
- d) using any other local means of emergency announcement.

4) Application of this Administrative Policy

[Previous provisions](#)

4.1. The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies where applicable. If such Policies are adopted by the Council, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Official version](#)

4.2. The official version of this Administrative Policy is kept by the Secretary-General of the School Board.

[Responsibility](#)

4.3. The Director of School Operations is the person responsible for the application of this Administrative Policy.

Annex A

Report for school closing or suspension of classes <i>To be filled by the School Principal</i>
1) Name of the school:
2) Date(s) of the school closing or suspension of classes and duration (hrs).
3) Reasons:
4) Was the school closed for all students? If not, describe:
5) Were all Personnel present at the school during the closing? If not, explain:
6) Any other relevant information:

Signature of the Principal _____ Date: _____

This report must be sent by fax to the Director of School Operations