ADMINISTRATION 7 – School Operation in Emergency

Date: April 14, 2003 Revised: September 26, 2018 Responsible Administrator: Superintendent

1.0 RATIONALE

Sturgeon School Division recognizes a need for guidelines to manage emergency circumstances.

2.0 PROCESS

2.1 The Superintendent or designate is responsible for the process of maintaining guidelines for school operation in emergency circumstances.

2.2 While policies cannot cover every conceivable situation, the underlying philosophy of the principals' responsibility in emergencies is that they act in a reasonable manner and with full regard for the safety and well-being of all students.

3.0 GUIDELINES

Emergency Circumstances

3.1 In emergency circumstances including but not limited to threats, fire, lockdown and accidents the site will respond consistent with the divisional Crisis and Critical Incident Response Plan.

Severe Weather

3.2 During severe weather conditions, the following procedures will apply:

3.1.1 It is expected that staff shall report for duty.

3.1.2 Staff shall accept all students that arrive at school.

3.1.3 Principals may change the school schedule and delegate duties to staff according to the number of students that arrive at the school.

3.1.4 If the Superintendent or designate suspends school bus transportation services, teachers will not conduct examinations, nor introduce new curriculum.

3.1.5 Parents bringing their children to school on days the school bus does not operate, shall be responsible for picking up their children at the end of the school day or making other arrangements.

References: *Board Policy:* *D/II/2 – School Operation in Emergency*
G/II/8 – Crisis and Critical Incidents

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3.1.6 Absences by students for transportation challenges that include bus failure, , decision of a contractor not to operate, or suspension of transportation services by the Superintendent or designate, shall be deemed excusable, and shall also not affect the granting of credit in high school courses.

School Closure

3.3 Under certain emergency circumstances, a Principal can be authorized to close a school following consultation with the Superintendent or designate.

Duty to Notify

3.4 Principals shall include a copy of this policy in their school newsletter no later than November 1st of each school year.

References: *Board Policy:* *D/II/2 – School Operation in Emergency*
G/II/8 – Crisis and Critical Incidents