



Date: 2013-02-25 (Revised OG)

Adopted: 2013-07-02 as Policy

Policy EBCE

Emergency Closing of Facilities

1. General

- It is the responsibility of the School Board to keep its services in operation whenever and wherever possible.
- Each principal and centre director must develop, in consultation with their staff and governing board, procedures to follow for school/centre closings and class cancellations. Annually, staff, students, and parents must be informed of these procedures.
- Parents or adult students may make personal decisions regarding school attendance when, in their opinion, conditions are unfavourable
- Media announcements are coordinated by the Director General through the Transportation Services Department.

2. Complete System Closure

The decision to completely close School Board operations is the responsibility of the Director General. In the case of inclement weather, this decision is normally taken in consultation with a member of the Transportation Services Department, who has been in contact with the different bus companies. Under other extreme circumstances, the Director General will consult with members of the Directorate. The decision to completely close all school board facilities is not taken lightly.

2.1. Same Day Reopening of a Closed Facility

In the case of Career Education Centres and/or planned activities using School Board facilities, conditions may permit their use later in the day. In such cases, students and staff will be notified, and affected employees will be expected to report to work at their designated starting time.

3. Partial System Closure

On rare occasions it may be necessary to cancel classes in an individual school or centre (power failure, isolated weather conditions, water issues, etc.) In such cases, the principal or centre director, or their delegate, in consultation with the Director General or his delegate, will make this decision and will be responsible for informing students and parents (if necessary). The principal or centre director will determine the necessity for staff to be present, taking into consideration existing conditions and existing collective agreements. In such cases, the principal or centre director must complete the attached form.

4. Class Cancellations after Classes have begun

Under certain circumstances, it may be necessary to cancel classes during the course of the school day. Students may be dismissed early due to inclement weather, unfavourable conditions in the buildings, etc. When such cases occur, all staff members are expected to remain on duty until their immediate supervisor no longer requires their presence. In such cases, the principal or centre director must complete the attached form.

5. Cancellation of Transportation Services

Rarely, schools will remain open but transportation services may be cancelled. In such cases, students, staff and administration are required and expected to report to work.



**Commission scolaire New Frontiers
New Frontiers School Board**

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**Policy EBCE
Annex 1 - FORM**

Emergency Closing of Facilities

This form is to be completed by the Principal or Centre Director when an individual school or centre is closed as outlined in sections 2.1, 3 and 4 of Policy EBCE.

Please forward the completed form to the Director General's office.

School or Centre Name	
Date(s) of Closure	
Reason(s) for Closure	
Who was involved in making the decision	
If closed after classes had begun, time of closure:	
Method(s) used to advise parents/students of closure	<input type="checkbox"/> Telephone Chain <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Other(s):
If the facility was reopened later in the day, please explain why and the process	
Observations	

Signature of Principal or Centre Director

Date