

POLICY NAME	EMERGENCY CLOSING OF FACILITIES (EBCE)
Original approval date	2013-02-25 (Revised OG), 2013-07-02 established as a Policy
Last review date	2026-06-02
Next review date	2031-2032
Related documents	Annex 1 – Report of a Closure - Form

1. PURPOSE & SCOPE

It is the responsibility of the New Frontiers School Board (NFSB) 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.
- Families 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, often through the Transportation Services Department.
- The decision to close NFSB operations is the responsibility of the Director General. The decision to completely close all facilities is not taken lightly.

2. DEFINITIONS

Complete System Closure	<ul style="list-style-type: none"> • In the case of inclement weather, this decision is normally taken in consultation with the Transportation Services Department, who has been in contact with various bus companies, and the Director General who has been in contact with other school boards. • Under other extreme circumstances, the Director General will consult with the directorate.
Partial System Closure	<ul style="list-style-type: none"> • 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, in consultation with the service director and the Director General will make this decision and will be responsible for informing students and families (if necessary). • The principal or centre director will determine the necessity for staff to be present, taking into consideration existing conditions and collective agreements. • In such cases, the principal or centre director must complete Annex 1 “Report of a Closure”

3. POLICY CONTENT

3.1. Same day reopening of a closed facility

In the case of Career Education Centres and/or planned activities using NFSB 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.

3.2. 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, or 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 Annex 1 “Report of a Closure”.

3.3. Cancellation of evening classes, activities, etc.

Under certain circumstances, it may be necessary to cancel evening classes and/or activities. When such cases occur, the principal or centre director, in consultation with the service director and the Director General, will make this decision and will be responsible for informing students, families, and community members (if necessary). In such cases, the principal or centre director must complete Annex 1 “Report of a Closure”.

3.4. 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.

4. AUTHORITY

4.1 This Policy is administered by the Director General.

5. REVIEW

5.1 The Director General will review this Policy at least once every five (5) years.



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*This form may also be reproduced electronically and still be considered official.

Report of a School or Centre Closure

- To be completed by the principal or centre director when an individual school or centre is closed as outlined in Section 3 of Policy EBCE.
- The completed form must be sent to the Director General and copied to the Director of Human Resources.

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 families/students of closure	<input type="checkbox"/> Telephone Chain <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> Email <input type="checkbox"/> Other(s):
If the facility was reopened later in the day, explain why and the process	
Observations	

 Signature of Principal or Centre Director

 Date