

Purpose/Background

Closures of schools and school programs at off-site facilities on operational days are necessitated only if emergencies/disasters threaten the safety of students, staff and visitors. This procedure outlines considerations and guidelines for school closures. Rocky View Schools is committed to providing a safe and caring learning and work environment for our students, staff, parents/guardians and members of the community who visit or utilize our facilities.

Procedures

1. If a Principal becomes aware of a reason why a school cannot remain open the Principal will consult with the Superintendent or designate to determine whether the school(s) will be closed.
2. Unless required for the safety of students, school(s) will not be closed between the time that buses start picking students up in the morning until regular dismissal time. If a school building is determined to be unsafe during these hours, students will be transported to a pre-determined location.
 - 2.1 The Principal, on an annual basis, is to inform the Parents/Guardians ([template provided](#)) of the alternate location and the procedure if a school is determined as unsafe.
 - 2.2 School buses shall be allowed to depart from the school at the end of the day only if it is deemed safe by the principal, in consultation with the bus drivers.
3. Temporary closures or cancellations, specific to the operation of a program of choice or field trip, will be determined on a case by case basis with input from the third-parties, the RVS program or trip coordinator, the school Principal in consultation with the Superintendent or designate.
4. Reasons for a closure may include:
 - 4.1 Inclement Weather School Closures
 - 4.1.1 The emergency closure of schools will be independently addressed in each of six areas within the Division by the Superintendent or designate, in consultation with the designated trustee and principal in accordance with AP600 and AP5501.
 - 4.1.2 The Principal shall be responsible to ensure a staff member, in addition to caretaking staff, is present at the school to make temporary arrangements for the supervision of students.
 - 4.1.3 Each school must communicate their emergency contingency plan related to inclement weather, with students, staff and parents/guardians on an annual basis.
 - 4.1.4 The cancellation of school bus transportation does not necessarily mean that schools are closed.
 - 4.2 Utility or Mechanical System Failures

4.2.1 Service disruptions for the water, electrical or gas service to their school, prior to students being picked up by the school bus in the morning may result in a school closure.

4.2.2 The process for handling cold weather calls related to utility or mechanical system failures can be found in the Operations branch – Service Requests & Priorities Guide.

References

- i. External Legislation:
 - Section 11, 33, 52, 53, 60, 196, 197, 222 Education Act
 - Employment Standards Act
 - Occupational Health and Safety Act
- ii. RVS Policies and Procedures:
 - AP5501 – Transportation of Students during Inclement Weather
 - AP600 – Inclement Weather Closures
 - BP20 – Inclement Weather
- iii. RVS Forms/Templates
 - [Annual School Letter/Notice Template](#)
- iv. RVS Handbooks and Manuals
 - Transportation Process – Inclement Weather
 - Area Contact Lists
 - Operations branch – Service Requests & Priorities
- v. Contact/Branch
 - Transportation branch (transportation@rockyview.ab.ca)
 - Service Response Centre (maintain@rockyview.ab.ca)