

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 140	
Effective	August 21, 2019
Last Revised	June 30, 2023

TEMPORARY CLOSING OF THE SCHOOL

PURPOSE

System and school administrators of James Bay Lowlands Secondary School Board have developed this administrative procedure to support Board Governance Policy GOV-23 Emergency Response Plans. This administrative procedure is intended to promote a safe learning and working environment in Northern Lights Secondary School.

In compliance with the *Education Act*, Northern Lights Secondary School will remain open during the whole period of the school year. However, there may be emergency situations that arise which will dictate a partial or total closing of the school in order to ensure the safety and comfort of students and staff.

PROCEDURES

1. The Director of Education has the authority to close the school for a temporary period for the following reasons:
 - a) a directive issued under the *Public Health Act*;
 - b) failure of transportation arrangements caused by inclement weather;
 - c) inclement weather, fire, flood, the breakdown of the school heating plant, the failure of an essential utility, or a similar emergency.
2. In the event the school is closed due to an emergency, it will remain closed until the emergency is declared ended by the Director of Education.
3. The principal will have written guidelines in place to deal with a closing during the school day. This plan will have, as a major point of emphasis, the safety and security of the students.
4. Early in September, the principal will send parents or guardians an email correspondence addressing the subject of the emergency closure of the school. Accompanying this message will be the school's plan to meet emergency situations.

5. Transportation arrangements are to be coordinated by the principal or vice-principal.

Staff Responsibilities:

6. In the event that weather conditions are so severe that the school is closed for the day, staff may be excused by the Director of Education or designate. There will be no deduction of salary for approved absences.

Appendix:

- A. NLSS School Closure Plan & Protocol Developed with Public Health Unit for Staff Access to NLSS During a Ministry of Health School Closure Period

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 19 (1) Closing of School or Class by Board—list of circumstances
Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Well-Being
Education Act, Paragraph 170 (1) 11 Duties of Boards: Keep Schools Open
Education Act: Section 265 Duties of Principal: Care of Pupils
The Public Health Act

Board:

Board Policy GOV-01 Values, Vision, and Mission
Board Policy GOV-23 Emergency Response Plans