

## Administrative Procedure 131

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### School Opening and Closing

#### Background

Schools in Renfrew County District School Board will open and close in accordance with Ministry of Education legislation. All staff members are responsible to the Director of Education for proper supervision at each of the board's schools during the time that the school is open to students.

#### Procedure

##### Opening of Schools

1. The principal or vice-principal or, in case of the approved absence of both, a designated teacher, shall be on the school premises each morning not later than one-half hour before classes are scheduled to begin.
2. The principal shall ensure that the school and the school grounds are properly supervised before classes begin in the morning and after the closing of classes in the afternoon.
3. All school administrators, teachers and school staff members work together to maintain order in the school during the time that the school is open to students.
4. Bus drivers are not permitted to unload pupils from buses before supervision is in place.
5. During inclement weather and at such other times as the principal shall specify, pupils shall be admitted directly to the school.

##### Closing of Schools

1. Inclement Weather

Teachers and students must get to the school if at all possible without undue risk to themselves and others. The principal, in particular, must make every effort to reach the school. If he/she is unable to do so, the principal must make sure that staff members living nearer to the school get the building open and ready for students at the usual time. The principal and teachers will carry out an appropriate, supervised program with all pupils who reach the school.

2. Cancellation of Bus Runs and Early Dismissal

Cancellation of bus runs and early dismissal will be handled according to administrative procedures related to transportation.

3. Closing of School or Class By Board

*The director may close or authorize the closing of a school or class for a temporary period where such closing appears unavoidable because of,*

- a) failure of transportation arrangements; or
- b) inclement weather, fire, flood, the breakdown of the school heating plant, the failure of an essential utility or a similar emergency.

The principal is responsible for the health, safety and welfare of the students and staff with respect to vacating the building, communicating with parents regarding the dismissal of student and reassuring the necessary transportation of students.

Legal Reference

*Education S. 264; S. 265, S.19*

*Regulation 298—Operation of Schools S.3; S. 11;S. 12; S. 20*

*Guideline—Ontario Schools Code of Conduct*