

**CLOSURE OF SCHOOLS AFTER SCHOOLS HAVE OPENED FOR
THE DAY****Category:** Health and Safety**Effective:** August 2013 **Revised:** September 2025**Policy Statement**

It may be necessary to close schools after schools have opened to ensure that students are not endangered by deteriorating weather or road conditions, loss of essential services, or property damage.

Individual bus drivers have a responsibility to recommend to the Transportation Manager either cancellation or a delay for their individual bus run should they encounter a particular safety concern.

The final responsibility for determining whether or not students attend classes on days when hazardous weather conditions exist or are predicted (e.g. extreme wind chill) rests with parents/guardians. Students will not be disadvantaged in any way for absences in these circumstances.

Principals have a responsibility to recommend school closure to the Facilities Manager by first calling the emergency facilities number due to a loss of essential services, property damage or safety concern.

Students in attendance shall be recorded as having been present for the full day.

Procedures**1. Office of the Superintendent**

- a. The Transportation Manager shall monitor weather forecasts and conditions during the school year.
- b. The Transportation Manager shall obtain adequate information regarding weather and road conditions to determine whether conditions would impact the operation of school buses.
- c. The Transportation Manager shall contact the Superintendent or Director of Finance and Administrative Services who shall consider the available data and make an appropriate decision regarding the closure of schools.
- d. The Facilities Manager, when made aware of the loss of essential services, property damage or safety concern, shall obtain adequate information regarding the feasibility of closing school for the remainder of the day.
- e. The Facilities Manager shall contact the Superintendent or Director of Finance and Administrative Services who shall consider the available data and make an appropriate decision regarding the closure of schools.
- f. The Superintendent, the Director of Finance and Administration, or designate shall alert the radio stations.
- g. The Transportation Manager shall ensure that the bus drivers have a list of the homes and alternate sites of the students they are transporting.
- h. The Transportation Manager or designate shall monitor Education Centre telephones until all bus drivers have completed their routes.

**CLOSURE OF SCHOOLS AFTER SCHOOLS HAVE OPENED FOR
THE DAY****Category:** Transportation **Effective:** August 2013 **Revised:** September 2025**2. Schools**

- a. At the beginning of the school year, Principals with students in elementary and middle school grades shall:
 - i. Remind parents/guardians to dress students warmly and appropriately during cold weather.
 - ii. Remind parents/guardians to designate an alternate site near home in the event that a student is dismissed from school early, and to advise the school if there is a change of address for an alternate site.
 - iii. Ensure that all teachers of students from kindergarten to grade six have a list of telephone numbers of the homes and alternate sites of students.
 - iv. Develop a plan for contacting parents/guardians or caregivers by telephone in the case of early closure of schools.
- b. All teachers of students from kindergarten to grade six or designated staff shall contact parent/guardians or caregivers at the alternate sites by telephone regarding early dismissal.
- c. All teachers of students from kindergarten to grade six shall remind students of their alternate sites.
- d. The Principal and all school personnel shall remain at the school until all their students have left for home.
- e. The Principal or designate shall assign school personnel to remain at school an appropriate length of time after students have departed, in case a student cannot find shelter and returns to the school.
- f. The Principal or designate shall assign a staff member to monitor the telephone for an appropriate length of time following the dismissal of the students and the completion of the bus runs.

Reference

- New Brunswick [Education Act](#)
- ASDW - Working in Extreme temperatures guidance document - See appendix A