



Background

The safety of students and staff is of paramount importance. The Superintendent or designate has the authority and responsibility to make timely decisions which respond to emergencies that require cancellation of the operation of bus transportation or the operation of the School. Because the Calgary Girls Charter School attracts girls from all quadrants of the City and beyond, parents are expected to listen to local media as well as check the school's website for school closure and/or bus cancellation announcements on days when a school closure or bus cancellations may seem likely due to weather conditions.

Procedures

1. In the Instance of Inclement Weather: Bus Cancellation/School Remains Open
 - 1.1 The Superintendent or designate shall make the decision to cancel transportation services as early as possible, to provide students, parents and staff as much notice as possible of the cancellation of buses. Announcements will be made through local media outlets and, when possible, through the School website.
 - 1.2 When transportation services are cancelled for students, staff reports for duty, if feasible to travel, unless otherwise notified.
 - 1.3 Students who attend on a day when transportation services are cancelled are expected to be picked-up by their parents/guardians at the School at the normal end of the day dismissal time.
 - 1.4 The Principal will advise the *Before and After School Care Program* of the cancellation of transportation services.
 - 1.5 The *Before and After School Care Program* is responsible for notifying parents in regards to the availability of childcare services on a day when transportation services are cancelled.

2. In the Instance of Inclement Weather: Bus Cancellation/Whole School Closure
 - 2.1 The Superintendent or designate shall make the decision to close the School and cancel buses as early as possible, especially on the morning of inclement weather, to provide students, parents and staff as much notice as possible of the emergency school closure. Announcements of the emergency school closure and bus cancellation shall be made through local media outlets and when possible through the School website.

- 2.2 When the School is closed and transportation services are cancelled, neither students nor staff is expected to report to School. However, there may be circumstances when staff is called into work during the time of a school closure. When the school is closed, the principal is responsible for ensuring that a number of staff members, as determined by the principal, will be at the school to address the possibility of a student arriving despite the closure. The safety of students is priority in managing a school closure.
 - 2.3 The Principal will advise the *Before and After School Care Program* of the school closure and the cancellation of transportation services. The Program is responsible for advising parents of the availability of childcare services in the event of school closure and cancellation of transportation services.
3. In the Instance of Other Circumstances
 - 3.1 The Superintendent, in consultation with the Principal or designate, may close the School if classroom or school conditions are unacceptable, or unsafe due to mechanical failure or other reasons. If a situation arises necessitating the closure of the School, and if the Principal is unable to contact the Superintendent to make a decision for closure in a reasonable period of time, the Principal is then authorized to make the decision.
 - 3.2 If the school closure occurs, the Principal must ensure that parents/guardians are informed and that a number of staff, as determined by the principal, is on site to address the possibility that a student may arrive despite the closure. Student safety is the priority in the event of a school closure.
 - 3.3 If school closure occurs, the Principal will communicate to staff their status in respect of school attendance.
 - 3.4 The Secretary-Treasurer or designate (Transportation Coordinator) will inform the School's transportation service provider of the closure and alternate arrangements, as appropriate.
 4. The Superintendent or designate will communicate with the Chair regarding the cancellation of bus transportation or the cancellation of the operation of the School.

Reference:
Education Act s. 11, 27, 52, 53, 54, 197, 222
Employment Standards Act