
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Emergency Preparedness](#)

[Safe Schools](#)

[School Bus Cancellation](#)

[School-Home Communications](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) believes that instructional time must be maximized in order to provide the most benefit for students. However, the Division recognizes that there may be situations where a school or all schools must be closed to ensure the safety and health of students and staff. In such circumstances, the Superintendent/CEO or designate is authorized to close a school or all schools providing the appropriate emergency preparedness procedures are followed.

Principals must ensure that their [Emergency Preparedness](#) procedures are up to date and that staff and students are prepared to respond appropriately in the event of an emergency that requires school closure.

The circumstances that may require school closure are outlined below:

- external temperature and/or wind chill;
- water supply failure or power supply failure;
- highway and local road conditions;
- weather warnings/advisories from agencies such as Environment Canada;
- RCMP/Fire Department;
- natural disasters;
- workplace safety and health issues.

In circumstances when all buses are cancelled due to weather related issues, the entire Division will be closed. See [School Bus Cancellation](#) for details. Employees will not be expected to report for work. See Weather Related Division Closure below.

In circumstances of urgent, school-based emergencies, the Principal or Maintenance Supervisor is to contact Superintendent/CEO or designate. The Superintendent/CEO or designate will make the decision in consultation with the Principal or Maintenance Supervisor, and then communicate it to those affected. School closures may affect one school, or all schools, dependent on the emergency.

Weather Related Division Closure

At approximately 6:00 a.m., the Superintendent/CEO or designate will receive a call from the Transportation Supervisor with information as to whether buses should be running on the current school day. Closure is considered if:

- a. the temperature is -40 C or colder and/or windchill is -45 C at 6:00 a.m.
Temperature and windchill are as observed at Environment Canada, Richardson International Airport (www.weather.gc.ca); and/or
- b. there is hazardous weather (blizzard, heavy snow, icy roads – generally unsafe driving conditions)

If the decision to close is made by the Superintendent/CEO or designate, School Messenger will be activated to communicate the decision to cancel school to parents/guardians and staff.

The Division Office receptionist will record the school closure information on the Division Office voice mail system and the closure will be posted on the division web page and Facebook. The Superintendents' department will submit all required reports to Manitoba Education and Early Childhood Learning and the Board of Trustees.

During weather related school closures, Principals may ask staff to participate in activities such as staff meetings and/or professional learning, as they are able.

Extra-Curricular Events

If school is closed due to hazardous weather, no extra-curricular events will take place that day. If school is closed due to extreme cold weather, extra-curricular events may occur, providing all of the following conditions are met:

- the school contacts the Superintendent/CEO or designate to discuss the event;
- no buses are used to transport students;
- appropriate transportation is arranged for the event; and
- parent/guardian permission is secured.