

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	Pages
No. 706 School Closure/ Early Dismissal	April 17, 1996	Sept. 4, 2012 December 2018	2

It is the policy of the Tri-County Regional Centre for Education to consider the safety of children first and foremost when determining the necessity of cancelling or closing schools early.

PROCEDURES Under Policy 706

1. Whenever possible, written notices are to be sent home advising parents of the time of early dismissal. Principals or designate are to ensure that school is not dismissed prior to the time stated on the notice to parents.

2.
 - (a) In emergency situations, or when weather conditions warrant early dismissal, notices shall be placed on the Tri-County Regional Centre for Education website, appropriate radio stations, and shared through the Regions Alert System

 - (b) Each principal or designate, where there are elementary students, and/or preprimary students, is to make provisions for a telephone procedure whereby several parents will be contacted and they in turn will contact other parents.

 - (c) The principal or designate is to advise parents, in writing, that alternate arrangements should be made if they are not home when school is dismissed early. Parents are to be encouraged to ensure that children are familiar with arrangements. For young children (P-2), parents should advise the classroom teacher of arrangements which have been made for their children in case of early dismissal.

3.
 - (a) When school is cancelled/closed early due to inclement weather, all school related extra-curricular activities will be cancelled for that day/evening, ex. School trips, sports events, etc.)

 - (b) In the event that a school is cancelled/closed early due to exceptional circumstances other than inclement weather, all extra-curricular activities scheduled to take place at that school are also cancelled. At the direction of the principal, students may participate in extra-curricular activities scheduled at other sites.



PROCEDURES Under Policy 706 Cont'd

- i. if the exceptional circumstances, which caused a school to be cancelled/closed early are resolved, extra-curricular activities may continue at that school at the discretion of the principal, in consultation with the Regional Executive Director of Education or designate.