

Red River Valley School Division
ADMINISTRATIVE PROCEDURE C4 - CLOSURE OF SCHOOLS



The Red River Valley School Division Board of Trustees believes that the safety of staff and students is of paramount concern when considering an incidental closure of a school or schools.

The decision to close the division's schools in their entirety or only specific locations shall rest with the Superintendent & CEO of schools.

When considering a closure of all schools due to inclement weather, one or more of the following criteria **will be considered** when making the decision:

- a. visibility
- b. road conditions
- c. wind-chill factor (-45°C or lower)
- d. extremely cold temperatures (-35°C or lower)

Closure Due to Inclement Weather

The Transportation Supervisor shall relay information to the Superintendent & CEO in regards to conditions at locations throughout the division and surrounding areas.

Temperatures and Wind Chill Factors will be as reported by Environment Canada at the James Richardson (Winnipeg) International Airport prior to 6:30 a.m.

Wherever possible, the decision for closure shall be made prior to 6:45 a.m. and announced via school division websites, School Messenger, Instagram and Twitter.

The decision to cancel the afternoon bus routes shall be made prior to 2:15 p.m. School principals are required to prepare contingency plans to accommodate students in the event that evening bus routes are cancelled.

The Transportation Supervisor shall establish and maintain a list of contacts for the purposes of assessing driving/road conditions across the Division.

Media will be notified by 7:00 a.m. and 2:30 p.m. These announcements shall be through the following radio and television stations:

CFAM CJOB CBC-990 CKSB CHSM CTV MIX-96.7 GLOBAL
MAGIC 105 WPG FREE PRESS WEBNEWS

Cross Reference:

Adoption Date: February 11, 2004

**Amendment Date: May 30, 2022; Nov 15, 2011; Sept 17, 2013;
May 8, 2017; May 27, 2019**

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When schools are closed due to visibility and road conditions, all school staff will not be expected to attend schools that have been announced as closed. It will be expected that staff will make use of their time at home during their regular scheduled working hours in a manner beneficial to students and to the school division.

Working at home assignments may include, but are not limited to: communication with parents, communication with students, staff meetings, professional development, planning and preparing lessons, assessment and marking, collaboration meetings with colleagues, delivering online instruction and support to students etc.

When schools are closed due to wind chill and temperature factors, all school staff will be expected to attend schools that have been announced as closed.

Division Office and Bus Garages will be closed if schools are closed due to visibility and road conditions.

Division Office and Bus Garages will remain open if schools are closed due to wind chill and temperature factors.

Wherever possible, radio base stations (bus garages) will assist in any communication necessary for the arrangements to safely accommodate students.

[See Administrative Procedure I4 - Route Cancellation](#)

Closure for Reasons other than Inclement Weather

In the case of closure for reasons other than inclement weather (extended power failures, compromised water supply, etc.) the Maintenance Supervisor shall be in contact with the school principal and forward the information to the Superintendent & CEO who will make the decision for closure. There are no time-lines for these types of school closures.

School buses will not be dispatched early. The school will be responsible for contacting parents or other designated persons to pick up students once the decision to close the school has been made.

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