

Inclement Weather or Unsafe Facilities Temporary School Closure Policy

Sikh Academy

Purpose:

To clarify procedures in the event of school closure due to inclement weather or unsafe facility conditions.

Scope:

All employees and students of Sikh Academy.

Policy:

Extreme conditions may require the closure of Sikh Academy during normal operating hours to ensure the safety of students and staff.

Procedure:

1. Notification Process:

- If extreme conditions arise that may make opening the school hazardous, the supervising administrator must notify the Principal immediately.
- The Principal will assess the risk and consult with the Board Chairperson to determine the appropriate course of action.

2. Inclement Weather:

- When weather conditions necessitate closing the school or canceling school bus service, Notifications will also be shared via email, the school's website, and social media platforms.

3. Employee Expectations:

- **Academic Staff:**

- Teachers and academic staff are not required to travel to work if the school is closed for inclement weather.
- Staff are expected to work from home on school-related activities and report progress to their supervising administrator.
- **Non-Academic Staff:**
 - Non-academic staff must contact their direct supervisor for instructions regarding their work schedule.

4. Unsafe Facility Conditions:

- In cases such as water damage, gas leaks, fire damage, or other emergencies requiring closure:
 - Employees will not be required to attend unless specifically instructed by their immediate supervisor.
 - Notifications will be sent by administrators by 6:30 a.m. via phone, email, or other communication channels.

Communication Channels:

All updates regarding school closures will be shared promptly through:

- School website
- Email notifications
- Social media platforms

By following this policy, Sikh Academy ensures the safety of its students, staff, and community members while maintaining clear communication and operational readiness during emergencies.