

<b>Adopted</b>	<b>October 13, 2015</b>
<b>Revision Date</b>	
<b>Review Year</b>	<b>2020</b>

**Objective:**

To provide direction for the implementation of Board Policy 8100 regarding school cancellation.

**Responsibility:**

The Principal(s), or designate, is authorized to initiate a school cancellation. He/She should inform the Superintendent of the cancellation in as timely a manner as possible.

**Regulation:**

1. Immediate steps must be taken by administration to inform all stakeholders of the cancellation and any details about when school will reopen.
2. The school must be open during a cancellation, and administration will provide supervision for students who come to school until they can be picked up.
3. Teachers and support staff may be required to be at school on the day of a cancellation.
4. The Principal(s), or designate, will consult with the Superintendent about whether the cancellation will continue for more than one day.

**References:**

*BP 8100 School Cancellation*