



# Closing Schools for In-Person Learning

Schools may fully or partially close to in-person learning.  
SD 71 assesses situations case-by case.  
Families must stay ready for notifications and have alternate plans for child care.

## Three types of school closures

### Functional Closure

This is a temporary closure determined by SD 71 due to a lack of staff to provide the required level of teaching, supervision, support, or custodial services to ensure the health and safety of students.

### Transportation Closure

Occurs if there is a lack of staff able to provide the required level of transportation services for students. This would likely be due to bus drivers or mechanics being away and the inability to replace those absences.

### Public Health Closure

This is the temporary closing of a school by order of a Medical Health Officer when they determine it is necessary to prevent the excessive transmission of COVID-19 in a school setting.

## Functional Closure Process for SD 71

In the event of a functional closure, all available staff work remotely either from home or from a school site. All students learn remotely from home. A Functional Closure could last an indeterminate amount of time, but will be a minimum of 5 school days (not including weekends). SD 71 has a three stage process for moving into a functional closure.

### Stage 1 Internal Resources

SD 71 monitors staffing levels every day. Staff may be re-assigned within a school to meet the needs of students. For example non-enrolling staff may have to cover for a regular classroom teacher. EAs may be re-assigned or re-scheduled as needed. Classes may be combined if numbers allow.

### Stage 2 District Resources and Support

Once a school has exhausted all internal supports and resources, district staff may be reassigned to support the school and to meet the needs of the students. All employees are eligible to be redeployed and may be sent to a different location.

### Stage 3 Functional Closure

A functional closure will occur if insufficient staff are available in the district to meet the needs of the school. This may occur at any point in the day and will last a minimum five schools days (not including weekends). A school may be in either stage 1 or 2, however due to a shortage in custodial or operational services they may be moved to a Stage 3 Functional Closure.

## Day 1

### Functional Closure Notification

- Letter will be sent from SD 71 to families informing of a functional school closure.
- Schools will supervise students awaiting pick-up.
- Staff to remain at school to plan for remote learning.

## Day 2

### Preparation for Remote Learning

- Planning day.
- Schools will ensure students have materials and hardware needed to learn at home.
- Staff will work at school if possible and make contact with students. Staff will meet and create a learning plan.
- Some classes may be re-organized if needed.

## Day 3 and Beyond

### Remote Learning

- Remote learning begins.
- Schools implement continuity of learning plans until staffing levels return to normal levels.
- Most staff working from home.

## Closure Ends

### Ending Functional Closure

- Closure will be a minimum 5 school days (not including weekends).
- When a sufficient level of staffing is available to return to in person learning, the principal will notify families via email to give one school day's notice that the school will re-open.