

ADMINISTRATIVE PROCEDURES

SUBJECT: Secondary School Coverage During Shutdown Periods

Clerical and custodial staff are encouraged to take vacations at times when students are not at school. Because many school staff are long-term employees and have several weeks of vacation, there may be a need to shut down a secondary school for a period of time during the Summer, Christmas Break and Winter Break. At these times the following process will take place for coverage by Central Office staff:

1. The Administrative Assistant to the Superintendent of Education-Operations will contact each secondary school prior to any shutdown (such as Christmas Break, Winter Break and Summer) for the dates the school will be shut down, a contact name and phone number. Superintendents of Education will approve or deny the requests at a subsequent Executive Council meeting.
2. The summary of approved secondary school shutdowns will be distributed to staff at the Sarnia and Chatham Education Centres.
3. During a shutdown period, the contact person may be called if emergency issues arise.
4. If student transcripts are required, the Records Department staff will be contacted for action to be taken on behalf of the requester.
5. Transcript requests will be completed in accordance with Administrative Procedure No. A-OP-409 – Requests for Student Record Information.
6. During shutdown periods, the Principal will post a sign on the school's front door as well as a message on the school's voice mail, where possible, that directs inquiries regarding student transcripts to contact the Records Department.

Implementation Date: December 13, 2000

Revised: October 15, 2003

Reference: Education Act and Ontario Regulations