

# ADMINISTRATIVE REGULATIONS

TITLE: INCLEMENT WEATHER  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3130

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## I. Rationale:

Clear protocols are required for inclement weather due to the unpredictable nature of these events. District priority is for the safety of students and staff. Clear communication is key.

## II. Hazardous Road Conditions

### A. School Buses

1. The manager of the contract bus services will determine if a bus route or all buses cannot run due to hazardous road conditions.
2. The managers or contractors will notify the Superintendent or designate by 6:15 AM.
3. The Superintendent or designate will notify the principal(s) of the affected school(s) and they will begin their communication process.
4. The Superintendent or designate will inform media regarding bus route changes or cancellations and the impact to students of school operation.
5. Appropriate information will be posted on the district website, Facebook and Twitter accounts.

B. Where adverse conditions prevail across the District and the Superintendent or designate deems it unreasonable to expect any students to attend, principals and the media will be contacted as per II.A.4 and II.A.5.

C. Principals of all schools must ensure that a responsible adult, who has undergone a criminal record check, will attend at the school should there be a closure. This is to ensure that no child be dropped off or unattended due to miscommunication.

D. A summary of these procedures must be communicated to parents by the second week of October of each school year.

## III. Deteriorating Weather Conditions

A. A principal having concern about deteriorating local road conditions in his/her school attendance area will contact the Superintendent, or designate, to discuss the local situation.

For student safety, no student shall be allowed to leave without their parents or guardians being aware of the situation.

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B. If a bus driver is unable to complete the normal bus run, he/she is expected to ensure the safety of students in his/her care. Where the distance a student must walk is significant, even though it is less than the walk limits, the driver will consider the age of the student, the weather and road conditions, the number of houses along the road, and other similar factors. Where he/she considers there to be some hazard, the driver will not permit the student off the bus. Students remaining on the bus are to be taken by the driver to a place of shelter, such as the bus depot, school, or other supervised public building. The principal of the school will be contacted and the appropriate communication strategy will be initiated to inform parents.

#### **IV. Employee Responsibilities**

- A. In the event of a Superintendent-ordered cancellation of student attendance, all employees are expected to make every effort to report to work. This may include walking, taking public transit, carpooling, or other prearranged options.
- B. If the employee is not able to report to their own work site, they must then try to report to the nearest school. If that proves to not be possible, they must call their supervisor (ie. Principals, Manager of Facilities) and inform them of their inability to get to their own school or the nearest school.
- C. Employees reporting for work to a different work location will notify their supervisor.
- D. Employees reporting for work at a location other than their normal work location will be assigned appropriate duties by the supervisor of that work location.
- E. Depending on the severity of the circumstances, the supervisor will determine whether staff should complete their work day at school or at home in consultation with the staff and the Superintendent or designate.
- F. In particularly severe conditions the Superintendent may close schools to students and staff, in which case all employees will be excused from attending their work sites. This will be clearly communicated to staff.

#### **V. Employees Pay (CUPE and Teachers)**

- A. If all schools are closed to students and staff, everyone will be paid based on their regular rate for that day.
- B. If only some schools are closed to students, but open for staff, all staff will receive pay, even if they have made a reasonable effort to attend work but were not successful (as per V.A).
- C. If students are dismissed early due to extreme weather, employees may be permitted to leave after discussion with their principal or supervisor who will have spoken to the superintendent or designate.

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D. Any absences booked in advance of the inclement weather day will remain unchanged for that day, even if the cause of the absence is cancelled or changed later the same day.

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**References:** Policy 11.6