



SCHOOL CLOSURE DUE TO INCLEMENT WEATHER OR UNFIT FOR OCCUPANCY

GOVERNANCE POLICY

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1.0 PRINCIPLES

The South Shore Regional Centre for Education (SSRCE) considers the safety of students foremost and, from time to time, it shall be necessary to cancel school and/or close school early, especially for inclement weather and/or dangerous conditions.

2.0 POLICY FRAMEWORK

This policy complies with the Education Act and other related provincial acts and policies.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

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1.0 CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER

- 1.1. The Transportation Coordinator shall monitor weather conditions each evening for potential storms or changes in road conditions.
- 1.2. On days when extreme weather or poor driving conditions are forecast, the Transportation Coordinator shall consult early in the morning with a number of contacts throughout the geographic area, including the Department of Transportation, Environment Canada, school bus drivers, AMEC weather service and others in the community whose employment causes them to be on the roads before buses run.
- 1.3. Whenever possible, the decision to keep buses off the highways and, therefore, to cancel school, shall be made so announcements can be broadcast by 6:30 a.m. The Regional Executive Director of Schools, in consultation with the Transportation Coordinator, shall make this decision.
- 1.4. The Transportation Coordinator shall notify the Communications Manager who will notify the media, (CKBW and CBC Radio), by email of any school cancellations.
- 1.5. School cancellation information shall also be placed on the SSRCE's Website by the Communications Manager.
- 1.6. Isolated conditions may cause the closure of school(s) within a single community.

2.0 CANCELLATION OF INDIVIDUAL BUS RUNS

- 2.1. Consistent with Policy 215, each bus driver will decide if weather conditions are suitable for carrying out all, or part of, the morning run. Bus drivers who cancel or modify their morning run shall contact the dispatcher, who shall notify the Transportation Coordinator, the Principal(s) of affected school(s) and/or the media.
- 2.2. Parents/Guardians will exercise their own discretion when deciding if road or weather conditions are appropriate for safe conveyance of students. Families who bring their children to school in the event of bus cancellation shall also be responsible for arranging transportation home from school in the afternoon.
- 2.3. Students who are not able to attend school due to the cancellation of their bus run shall be marked absent, but this absence should not adversely affect any student for the purpose of attendance-related awards or incentives.

3.0 DISMISSAL OF SCHOOL DURING THE SCHOOL DAY

- 3.1. Student safety shall be the determining factor in deciding whether students should be dismissed during the day because of weather conditions.
- 3.2. Individual bus drivers have the authority to modify their routes if, in their opinion, weather conditions make parts of the regular route unsafe. In this event, the bus driver shall inform the administration of school(s) affected, who shall notify parents/guardians and the Transportation Coordinator.
- 3.3. Each school shall develop a telephone tree, which includes the parent/guardian and one alternate contact for students in Grades Primary to Three. Schools may wish to develop a telephone tree for students in Grades Four to Six.
- 3.4. Parents/Guardians of students in Grades Primary to Grade Three are encouraged to provide their child's homeroom teacher with written instructions as to where their child should go if a member of the telephone tree is unable to contact them.
- 3.5. Parents/Guardians are to make their own arrangements for child care in the event an early dismissal is necessary.

4.0 CANCELLATION OF SCHOOL DUE TO PHYSICAL PLANT IMPAIRMENT

- 4.1. The Principal shall advise the Director of Operations of the need to dismiss students early because of malfunction of the physical plant. The decision to close school rests with the Principal and the Director of Operations, after consultation with the Regional Executive Director.

5.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed: