



File EEA

SCHOOL CLOSURE DUE TO ADVERSE WEATHER CONDITIONS/EMERGENCIES

If, as a result of inclement weather or other emergencies, it becomes necessary to close a school(s), alter the opening or closing hours of a school(s), or change the operating schedule of school buses, a public announcement regarding the situation will be made over radio station CFRY 920.

If a school(s) is closed, all school-sponsored activities and public utilization of school facilities will automatically be cancelled or postponed until the school is officially re-opened. This includes social events, club meetings, sports events at home or away, and community school programs.

I. GUIDELINES FOR EACH SITUATION

A. A school (or schools) does/do not open

1. CFRY/MIX 96.5 radio is contacted by the Superintendent of Schools or designate.
2. Students shall not attend school.
3. Teachers, School Secretaries, and Education Assistants will not be expected to report to school. Under certain circumstances staff may be required to report to an alternate location.
4. Custodians and Principals shall report to work, if possible.

B. A school or schools close during the day

1. CFRY/MIX 96.5 radio is contacted by the Superintendent of Schools.
2. Students are relocated to an alternative location or, if appropriate, sent home or to the pre-determined billet.
3. After students are sent home, the departure of the school staff is at the discretion of the Principal.
4. The Principal is to contact a member of the senior administrative staff prior to leaving the school.

C. Schools open - buses not operating a.m. and p.m.

1. CFRY/MIX 96.5 radio is contacted by Operations Supervisor or Superintendent of Schools.
2. All staff members are, if possible, to attend to their place of employment or contact their Principal or immediate supervisor.
3. Rural students may attend school, at the discretion of their parents.
4. City students are to attend school at the discretion of their parents.

D. Schools open - buses not operating p.m. only

1. CFRY/MIX 96.5 radio is contacted by the Operations Supervisor or Superintendent of Schools.
2. Principal arranges alternate accommodation for transported (bus) students according to the pre-arranged billeting plan for each school.



File EEA

E. Schools are open - buses run late a.m. or p.m.

1. CFRY/MIX 96.5 radio contacted by Supervisor of Operations regarding buses that are delayed. Additional detail will be communicated to CFRY/MIX 96.5 as may be applicable.

F. Buses depart - unable to complete p.m. run

1. Bus Driver contacts the Operations Supervisor for direction, if possible.
2. Bus Driver reacts to the situation in a prudent manner while keeping the safety of the students as the first consideration.
3. If it is necessary to return, students are to be taken to Portage Collegiate Institute, except for Oakville School students who are returned to Oakville School.
4. The Bus Driver is to contact the Operations Supervisor and stay with the students until relieved.
5. The Operations Supervisor is to contact a member of the senior administrative staff and the Emergency Plan implemented. School Board Chair is to be contacted by the Superintendent.
6. CFRY/MIX 96.5 radio is contacted by the Superintendent of Schools, if appropriate, with the details of the Emergency Plan.
7. All principals of bus students are to be reachable, via phone.
8. Operations Supervisor contacts principals of bus students. Principals, if requested, attend to PCI.

See also: EE, EIG

II. GUIDELINES FOR STAFF MEMBERS

The following guidelines outline the expectations and procedures of the Division regarding days when the weather or road conditions are adverse:

1. It is the expectation of the Division that each staff member is at work unless your school or work location has been officially closed.
2. Generally, city schools will remain open; rural schools will be closed if buses do not run, e.g. Hutterian Schools and Oakville School.
3. Announcements regarding the "closing" of schools will be made over the radio stations CFRY 93.1 FM, 920 AM or MIX 96.5 FM.
4. A decision not to attend at a work location is a personal choice and will therefore be treated as Personal Leave. A Personal Leave day for support staff is an unpaid day.

For Teachers this will not affect other Personal Leave days (2) for which they are entitled (Article 28). Teachers will use one of the following (please include details on their leave form):



File EEA

- Paid Personal Day (Article 28 of Collective Agreement)
 - Extra-Curricular Day (if available)
 - Personal Day (sub-rate deduction)
5. Staff members are encouraged to take into account road and weather conditions and to make their decision based upon safety considerations and other relevant factors.

Revised Oct. 13, 2011
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