

AP 1602: Severe Conditions

The safety of staff and students may be impacted by severe weather and other hazardous conditions. In these circumstances these procedures are to be used to ensure the safety of staff and students..

1. Hazardous Road Conditions

- 1.1. The Director of Operations or designate, in consultation with the Highway Contractor, shall determine if a bus or buses shall not run because of hazardous road conditions.
- 1.2. The Director of Operations or designate will inform the Superintendent of Schools or designate of a bus or buses that are not running due to hazardous road conditions.
- 1.3. The Director of Operations or designate shall then post information to the district website for communication to families and principals.
- 1.4. Students who live within walking distance as established by the district are expected to make a reasonable effort to report to their school for instruction. However, the decision regarding attendance is the responsibility of the individual parent.
- 1.5. Where adverse conditions prevail across the district making it unreasonable to expect any employees to report for duty, a decision that schools are to be closed shall be made by the Superintendent or designate and communicated on the district website. In addition, principals and managers will share the information with staff and parents.
- 1.6. General information regarding procedures in inclement weather shall be communicated to parents by principals early in each school year and shall be posted on the district website.

2. Deteriorating Weather Conditions

- 2.1. If the principal has a concern that a school should be closed due to deteriorating weather conditions, they must contact the Superintendent or designate.
- 2.2. A principal having concern about local road conditions in their school attendance area shall contact the Superintendent or designate and Director of Operations regarding their concerns to cancel bus transportation.
- 2.3. If the District becomes aware of impending hazardous road conditions, the Superintendent or designate, after consultation with the Director of Operations, shall notify the principal as soon as information is received that indicates that the school shall have to be closed early.

- 2.4. Each school shall communicate this policy to parents early in the school year and periodically in school newsletters throughout the winter months.
- 2.5. If a bus driver is unable to complete the normal bus run, they are expected to ensure the safety of students in their care. They are to contact dispatch who will provide further instruction in consultation with the School and the Director of Operations or designate.
- 2.6. Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.

3. Unusable Facilities

- 3.1. Events such as power outages and water problems may render facilities unusable. The principal shall immediately report the situation to the Superintendent and Director of Operations.
- 3.2. If authorization to close the school is given by the Superintendent, parents shall be notified of the closure using media, the school and district websites and other forms of communication in use by the school district.
- 3.3. Arrangements for emergency transportation/accommodation of students shall be made by the Director of Operations or designate.
- 3.4. Depending on the severity of the circumstances, the principal shall determine whether staff should complete their workday at school or at home in consultation with the Superintendent or designate.

4. Employee Responsibilities

- 4.1. Employees shall make a reasonable effort to report for work at their normal work location, except as outlined in 6.2.
- 4.2. If they are unable to reach their normal work location, employees shall report for work at a work location closest to their home.
- 4.3. Employees reporting for work at a location other than their normal work location shall be assigned appropriate duties by the administrator of that work location.
- 4.4. Other matters relating to assignment of duties and compensation shall be as outlined in the Collective Agreement or written understandings that may be developed jointly by the union and management.

- 4.5. If students attend a school in an area other than their catchment, principals/vice-principals, early in the school year, will obtain from parents alternate locations where their children will be supervised in the event of an unexpected school closure and written directions regarding the release of their children.

5. Teacher Responsibilities

- 5.1. In the event of a closure of the work site or cancellation of student attendance, unless otherwise advised, teachers shall make a reasonable effort to report for work at their normal work location.
- 5.2. If they are unable to reach their normal work location, teachers shall report for work at a work location closest to their home.
- 5.3. Teachers reporting for work at a location other than their normal work location shall be assigned appropriate duties by the administrator of that work location.

6. Support Staff Responsibilities

- 6.1. Support staff is expected to report for work at their own school or site if it is open.
- 6.2. If it is not possible for support staff to report to work, they may stay home and use accrued holiday, banked time or leave without pay.
- 6.3. The option of reporting to a closer location is open to employees if there is work at the alternate site that they can do or assist with. This determination will be made in consultation with their supervisor.
- 6.4. If support staff report to a closer work location or do not report for work, they shall notify their supervisor.