



School District No. 46 (Sunshine Coast)

Administrative Regulations

EMERGENCIES

6500

INCLEMENT WEATHER

All schools will have two phone trees in place:

- (i) Based on nominal role so that each family can be contacted;
- (ii) Based on bus routes so that parents on a specific route can be contacted.

A. Hazardous Road Conditions

1. School Buses

- (a) The managers of the contract bus services will determine if a bus route or all buses will not run because of hazardous road conditions.
- (b) The managers or contractors will notify the Superintendent or designate by 6:15 AM.
- (c) The local CKAY FM radio station will be informed if any bus routes are disrupted due to weather conditions. As well, information regarding bus service disruption will be posted on the school district's website.
- (d) The Superintendent or designate will notify the principal(s) of the affected school(s) and they will start their phone trees (i) or (ii) as per above.

2. Where adverse conditions prevail across the District, and the Superintendent or designate deems it unreasonable to expect any students to attend and the school(s) is to be closed to students, then the media will be contacted as per 1(c) above. Principals will then be contacted and phone trees will be started.

3. The aforementioned procedures must be communicated to parents by the second week of October of each school year.

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Date adopted: January 1996
Revised: Apr 20/01; Jan 16/04; May 13/08

Reference:

Supt. Signature:



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INCLEMENT WEATHER (continued)

B. Deteriorating Weather Conditions

1. A principal having concern about local road conditions in his/her school attendance area will contact the Superintendent and/or Secretary-Treasurer regarding his/her recommendation to send the children home.
2. If the District becomes aware of impending hazardous road conditions, the Superintendent, after consultation with the Assistant Superintendent and Secretary-Treasurer, will notify the principal as soon as information is received that indicates the school will have to be closed early.
3. The phone tree will be started.
4. 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 phone tree will be started to inform parents.

C. Unusable Facilities

1. The principal will immediately report the situation to the Superintendent and/or the Assistant Superintendent / Secretary-Treasurer.
2. If authorization to close the school is given, parents will be notified of the closure by using the pre-established plan for early closure.
3. Arrangements for emergency transportation of students will be made by the Secretary-Treasurer or designate.

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INCLEMENT WEATHER (continued)

D. Teacher Responsibilities

1. In the event of a Board-ordered closure of the work site or cancellation of student attendance, all employees are expected to make every effort to report to work. This may include using public transit or contacting other School District employees to try and carpool if they feel their own vehicle is not up to the task or the individual feels unable to drive under such circumstances.
2. If the employee is not able to report to their own work site they should then try to report to the nearest school. If that proves not possible, they should call their administrator (ie. Principals, Manager of Facilities) and inform them of their inability to get to their own school or the nearest school.
3. Teachers reporting for work to a closer work location will notify their principal.
4. Teachers reporting for work at a location other than their normal work location will be assigned appropriate duties by the administrator of that work location.
5. Depending on the severity of the circumstances, the principal will determine whether staff should complete their work day at school or at home.

E. Support Staff Responsibilities

1. Support staff are expected to report for work at their own school if it is open. The option of reporting to a closer location is open to employees only if they cannot, due to weather conditions, report to their normal place of work.
2. If support staff report to a closer work location or do not report for work, they will notify their supervisor.
3. Depending on the severity of the circumstances, the principal will determine whether staff should complete their work day at school or at home.

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Date adopted: January 1996
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Reference:

Supt. Signature:

A handwritten signature in black ink, appearing to read 'William J. ...', written over a horizontal line.



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INCLEMENT WEATHER (continued)

E. Employees Pay (CUPE and Teachers)

1. If all schools are closed to students and staff, everyone will be paid, as long as the Ministry does not withhold funding.
2. If only some schools are closed to students, but open for staff, teachers will receive pay, as per Article D.10.8 of the Collective Agreement, even if they have made a reasonable effort to attend work but have not been successful (as per D.1).
3. CUPE employees who were not able to work despite a reasonable effort (as per D.1) may use their vacation or banked time or the day will not be paid for.
4. If students are dismissed early due to extreme weather, employees may decide to stay at work or leave, after discussion with their administrator. If they decide to leave, pay will be as per E.2 and E.3 above.
5. Any absences booked in advance of the extreme weather day will remain unchanged for that day, even if cancelled or changed later the same day.

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