

AP 700.1: Winter Conditions

A. Hazardous Road Conditions

1. The Director of Operations or designate, in consultation with bus drivers, shall determine if a bus or buses shall not run because of hazardous road conditions.
2. The Director of Operations or designate shall then notify the local media, including CBC, and Manager of Technology for posting information to the district website.
3. The Director of Operations will inform the Superintendent of Schools or designate, who will communicate information to the Board of Education and principals and vice-principals in affected schools.
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.
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 using local media and the district website. In addition, schools with a phone tree or other form of communication will share the information with parents.
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.

B. Deteriorating Weather Conditions

1. A Principal having concern about local road conditions in his/her school attendance area shall contact the Director of Operations regarding his/her concerns and desire to close the school.
2. If the District becomes aware of impending hazardous road conditions, the Director of Operations, after consultation with the Superintendent, shall notify the Principal as soon as information is received that indicates that the school shall have to be closed early.
3. Each school shall communicate this policy to parents early in the school year and periodically in school newsletters throughout the winter months.
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 shall 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 shall 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 until arrangements can be made with parents for acceptable transportation. The Principal, Director of Operations and Superintendent will be notified immediately.

5. *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.

C. Unusable Facilities

1. Events such as power outages and water problems may render facilities unusable. The Principal shall immediately report the situation to the Director of Operations and Superintendent.
2. If authorization to close the school is given, parents shall be notified of the closure using media, the district web site and other forms of communication in use by the school.
3. Arrangements for emergency transportation/accommodation of students shall be made by the Director of Operations or designate.
4. Depending on the severity of the circumstances, the Principal shall determine whether staff should complete their work day at school or at home.

D. Employee Responsibilities

1. Employees shall make a reasonable effort to report for work at their normal work location, except as outlined in F.2.
2. If they are unable to reach their normal work location, employees shall report for work at a work location closest to their home.
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. 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.
5. If students attend a school in an area other than their, 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.

E. Teacher Responsibilities:

1. In the event of a Board-ordered 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.
2. If they are unable to reach their normal work location, teachers shall report for work at a work location closest to their home.
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.

F. Support Staff Responsibilities:

1. Support staff is expected to report for work at their own school if it is open.
2. If it is not possible for support staff to report to work, they may stay home and use accrued holiday or banked time or not be paid.
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.
4. If support staff report to a closer work location or do not report for work, they shall notify their supervisor.