



Niagara Catholic District School Board

**SCHOOL OPERATIONS**  
**FOR INCLEMENT WEATHER AND WORKPLACE CLOSURE POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

500 – Auxiliary Services

Policy No 500.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: February 26, 2019

Notwithstanding the Niagara Catholic Transportation Policy and the Employee Attendance During Inclement Weather and Workplace Closure Policy, in accordance with these Administrative Operational Procedures the Director of Education is authorized to cancel the transportation of students and close schools or Board facilities when safety issues arise due to anticipated or occurring inclement weather or when the normal operations of a Board facility are affected.

It shall be the responsibility of the Executive Director – Niagara Student Transportation Services, to monitor weather conditions in order to ensure the safe transportation of students. In the absence of the Executive Director – Niagara Student Transportation Services and/or the Director of Education, the Superintendent of Business and Financial Services shall assume all related responsibilities regarding transportation and school operations during inclement weather or when normal operations of a building are affected.

### ENVIRONMENT CANADA WEATHER STATEMENTS

When weather warnings are announced by Environment Canada:

1. The Executive Director – Niagara Student Transportation Services shall contact one or more of the following agencies to obtain specific weather information regarding the affected areas served by Niagara Student Transportation Services.
  - Transportation Contractors serving the Board
  - Ontario Provincial Police
  - Niagara Regional Police
  - Weather Forecasting Sources
  - Other area School Board and Transportation contacts
2. Based on the information obtained, the Executive Director – Niagara Student Transportation Services will inform the Director of Education or designate regarding the cancellation of transportation in the area affected by the inclement weather.
3. It is the responsibility of the Director of Education or designate to make a decision to:
  - Keep schools open, close all schools, a group of schools, or Board facilities.
  - Modify the school or work day to permit early or late dismissal for inclement weather or when normal operations of a Board facility are affected.
4. Every effort will be made to announce transportation cancellations, school closures and Board facilities closures to the public by 6:00 am.
5. When the decision is made, staff shall implement the responsibilities outlined in Appendices A and B

**APPENDICES**

**Appendix A** *Cancel Transportation and Close Schools, a Group of Schools or Board facilities*

**Appendix B** *Modify the School or Work Day to Permit Early or Late Dismissal for Inclement Weather or when normal operations of a board facility are affected.*

<b>Adopted Date:</b>	<b>February 24, 1998</b>
<b>Revision History:</b>	<b>March 19, 2013</b> <b>February 26, 2019</b>

## **CANCEL TRANSPORTATION AND CLOSE SCHOOLS, A GROUP OF SCHOOLS OR BOARD SITES**

### **RESPONSIBILITIES**

#### **THE DIRECTOR OF EDUCATION**

The Director of Education shall communicate, via email, the decision when feasible before 5:45 a.m. to:

1. Executive Director – Niagara Student Transportation Services
2. Trustees
3. Senior Administrative Council
4. Communications Officer of Corporate Services & Communications

#### **EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES**

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All local radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators
4. Niagara Student Transportation Services website, automated phone attendant and Twitter

#### **COMMUNICATIONS OFFICER OF CORPORATE SERVICES AND COMMUNICATIONS**

The Communications Officer of Corporate Services and Communications will ensure that:

1. The Board and schools website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. An email message is sent to CEC staff, Principals, Vice-Principals and Administrators of the decision
4. A voice message will be sent through School Messenger to staff through the contact number provided to Human Resource Service along with an email.
5. The Board website, Facebook and Twitter states the decision
6. Smart Find Express – Human Resources Administrator is informed

#### **FAMILY OF SCHOOLS SUPERINTENDENT**

Through the Family of Schools communication process, the Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

#### **SUPERINTENDENT OF HUMAN RESOURCE SERVICES**

The Superintendent of Human Resource Services shall communicate the decisions and appropriate staff direction to Human Resources staff.

#### **SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES**

The Superintendent of Business & Financial Services shall communicate the decisions and appropriate staff direction to Business and Finance staff.

#### **CONTROLLER OF FACILITIES SERVICES**

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.



## **TO MODIFY THE SCHOOL OR WORK DAY TO PERMIT EARLY OR LATE DISMISSAL FOR INCLEMENT WEATHER**

### **RESPONSIBILITIES**

#### **DIRECTOR OF EDUCATION**

The Director of Education shall communicate all decisions regarding modifications to the regular day student transportation due to inclement weather to the Executive Director – Niagara Student Transportation Services as required.

#### **PRINCIPAL**

Based on information received, the Principal may recommend to the Family of Schools Superintendent or in their absence, the Director of Education, that the students be dismissed early or late.

#### **FAMILY OF SCHOOLS SUPERINTENDENT**

Based on information received, the Family of Schools Superintendent will contact the Director of Education to consider early or late dismissal for the schools affected by inclement weather.

#### **THE DIRECTOR OF EDUCATION**

The Director of Education shall communicate, via email, the decision when feasible to:

1. Executive Director – Niagara Student Transportation Services
2. Trustees
3. Senior Administrative Council
4. Communications Officer of Corporate Services & Communications

#### **EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES**

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators
5. Niagara Student Transportation Services website, automated phone attendant and Twitter

#### **COMMUNICATIONS OFFICER OF CORPORATE SERVICES AND COMMUNICATIONS**

The Communications Officer of Corporate Services and Communications will ensure that:

1. The Board and school website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to CEC staff, Principals, Vice-Principals and Administrators of the decision
4. The Board website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

## **FAMILY OF SCHOOLS SUPERINTENDENT**

The Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

## **SUPERINTENDENT OF HUMAN RESOURCE SERVICES**

The Superintendent of Human Resource Services shall communicate the decisions and appropriate staff direction to Human Resources staff.

## **SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES**

The Superintendent of Business & Financial Services shall communicate the decisions and appropriate staff direction to Business and Finance staff.

## **CONTROLLER OF FACILITIES SERVICES**

The Controller of Facilities Services shall communicate the appropriate decisions to snow removal providers and Facilities Services staff.

## **PRINCIPALS**

Principals and/or designate shall ensure that:

1. Through school-based phone trees if required, all staff are contacted in a timely manner and informed of the decision to modify the school day.
2. Prior to an early or late dismissal, contact is made with all parents or guardians to confirm that parental arrangements have been made for students to return home safely following dismissal during a modified school day.
3. Staff must remain at the school until the Principal is satisfied that the students have been dismissed safely.
4. The Principal may authorize some staff members to leave earlier than others due to travelling distance and severity of weather conditions in certain municipalities.