



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

ADMINISTRATIVE OPERATIONAL PROCEDURES

## ENVIRONMENT CANADA WEATHER STATEMENTS

When weather warnings are announced by Environment Canada the Executive Director of Niagara Student Transportation Services (NSTS) will:

1. Contact one or more of the following agencies to obtain 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. Inform the Director of Education or designate regarding the cancellation of transportation services for the system or in the area(s) affected by the inclement weather.
3. Communicate the decision to:
  - all local radio and TV stations, and online publishing for immediate broadcast
  - bus contractors and taxi operators
4. The decision will be posted on the Niagara Student Transportation Services website, automated phone attendant and the appropriate software platform.

## SCHOOL AND/OR BOARD FACILITY CLOSURES/TRANSPORTATION CANCELLATIONS

When the Director of Education/designate makes the decision to close a school, group of schools, all schools and/or Board facilities due to anticipated or occurring inclement weather, the Director of Education/designate will communicate the decision via email before 5:45 a.m. (when feasible) to:

- NSTS Executive Director
- Trustees
- Senior Administrative Council, and
- Communications Officer
  - The Communications Officer will ensure that:
    - the Board website and social media platforms reflect the decision
    - a central message is sent to all Niagara Catholic families and employees
    - the message on the Catholic Education Centre voicemail system reflects the decision

## TRANSPORTATION CANCELLATIONS

Every effort will be made to announce transportation cancellations, school and/or Board facility closures to the public by 6:00 a.m. (when feasible). Cancellations will be posted on the Board website.

## CHANGE OR ALTERATION TO THE NORMAL HOURS OF OPERATION

When the Director of Education/designate in consultation with the Director of Education/designate of the coterminous board decides to make system-wide changes or alterations to the normal hours of school operation, the Director of Education will communicate the decision to:

- NSTS Executive Director
- Trustees
- Senior Administrative Council
- Principals/Vice-Principals, and
- Communications Officer
  - The Communications Officer will ensure that:
    - the Board website and social media platforms reflect the decision
    - an email message is sent to CEC staff, principals, vice-principals and administrators
    - a central message is sent to all Niagara Catholic families
    - the message on the Catholic Education Centre voicemail system reflects the decision

## LOCALIZED EARLY OR LATE DISMISSAL

A school principal may recommend that students at their school be dismissed early or late based on weather conditions in a specific area, or for any other emergency situation.

When the Director of Education approves the recommendation to close a school early or extend the day for safety reasons, the principal will notify staff and students, and will contact parents/guardians to advise of the changes to the school day.

The principal/designate shall ensure that:

- arrangements have been made for students to return home safely following dismissal during a modified school day
- staff remain at the school until the principal/designate is satisfied that the students have been dismissed safely

The principal/designate may authorize certain staff members to leave earlier than others due to travelling distance and severity of weather conditions in certain municipalities.

## CANCELLATION OF SECONDARY LATE ACTIVITY TRANSPORTATION SERVICES

1. When the NSTS Executive Director determines to cancel late activity buses due to the deterioration or expected deterioration of the weather during the school day, the decision will be communicated by 10:45 a.m. to the Director of Education/designate and local media outlets. The Executive Director will also ensure that the information is posted on the NSTS website and the appropriate software platform.
2. The Director of Education/designate will inform the Family of Schools' Superintendents to communicate with secondary principals/vice-principals.
3. Secondary principals/vice-principals will make an announcement to the school community to notify students of the cancellation of late activity buses and will send a message to parents/guardians electronically using the Board platform.

<b>Adopted Date:</b>	<b>February 24, 1998</b>
<b>Revision History:</b>	<b>March 19, 2013</b> <b>February 26, 2019</b> <b>December 6, 2021</b> <b>March 28, 2023</b>