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# Administrative Procedure: Employee Attendance During Adverse Road and Weather Conditions

## Table of Contents

1.0. INTRODUCTION .....	PAGE 2
2.0. PROCEDURE.....	PAGE 2
2.1. SCHOOL CLOSURES DUE TO ADVERSE WEATHER CONDITIONS.....	PAGE 2
2.2. ADVERSE WEATHER CONDITIONS BUT SCHOOLS REMAIN OPEN.....	PAGE 2
2.3. EARLY BUS DISMISSAL DUE TO ADVERSE WEATHER CONDITIONS.....	PAGE 3
2.4. PRINCIPAL EXPECTATIONS DURING SCHOOL CLOSURES OR INCLEMENT WEATHER.....	PAGE 4
3.0. COMMUNICATION PLAN AND PROCESS .....	PAGE 4
3.1. THE DIRECTOR OR DESIGNATE WILL:.....	PAGE 4
3.2. SUPERINTENDENTS AND PRINCIPALS WILL: .....	PAGE 4
3.3. ALL EMPLOYEES WILL:.....	PAGE 4
3.4. COMMUNICATION OFFICER WILL: .....	PAGE 5
4.0. TRUSTEE INFORMATION.....	PAGE 5
5.0. PROFESSIONAL DEVELOPMENT DAY PROCESS .....	PAGE 5
REFERENCES .....	PAGE 5
APPENDIX A, SNCDSB INCLEMENT WEATHER COMMUNICATION PLAN AND PROCESS .....	PAGE 6

## 1.0. Introduction

- 1.1. In compliance with Subsection 170, (11), 19 (1) 186, 5(1) of the Education Act, schools will remain open during the whole period of the school year. However, emergency situations may arise which will dictate a partial or total closing of a school in order to ensure the safety of students and employees.
- 1.2. The Director of Education provides this procedure to give direction to employees during times of adverse road and weather conditions. Employees are required to check their email accounts, the board website, social media, and listen to the local radio station (CFNO) and/or make contact with their immediate supervisor regarding adverse weather conditions.

## 2.0. Procedure

### 2.1. School Closures due to Adverse Weather Conditions

- 2.1.1. In the event that the conditions are so severe that our schools are officially closed, employees will receive regular pay.

### 2.2. Adverse Weather Conditions but Schools Remain Open

- 2.2.1. In the event of adverse weather conditions, within the realm of safety, employees should make an effort to get to his or her regular place of employment.
- 2.2.2. If the employee is unable to get to his or her regular place of work due to adverse weather conditions, he or she is required to immediately contact their immediate Supervisor and Administrative Assistant.
- 2.2.3. If the weather is so adverse that the employee cannot safely get to his or her regular place of employment, the employee shall make an attempt to get to the nearest SNCD SB school or office.
- 2.2.4. Once an employee deems the roads are safe to travel, employees are expected to make an effort to get to his or her regular place of employment.

### 2.3. Early Bus Dismissal due to Adverse Weather Conditions

**2.3.1.** Every attempt will be made to give the schools at least two hours notice (more if possible) when buses need to be sent early or when schools need to be closed early. Parents or guardians must be contacted before students leave. These days are still considered as instructional days.

**2.3.2.** Following this, there are two different protocols depending on whether the buses are dispatched early (A) or whether the schools are being closed completely (B) for the day. Protocol (C) refers to complete school closure before any staff or students arrive.

### Protocols A, B, C

<p><b>PROTOCOL A</b></p> <p><b>For days when the buses are dispatched early</b></p>	<p><b>PROTOCOL B</b></p> <p><b>For days when the schools are being closed completely</b></p>	<p><b>PROTOCOL C</b></p> <p><b>Complete school closure before any employees or students arrive</b></p>
<p>Classes progress as normal.</p> <ul style="list-style-type: none"> <li>● After parents have been successfully contacted, as buses arrive, students are called and sent home on their regular bus.</li> <li>● All other students and employees remain at school (regular hours).</li> <li>● Classes progress as normal and students who normally walk home leave at the end of the regular school day.</li> <li>● Announcements will be read on the local radio station.</li> </ul>	<ul style="list-style-type: none"> <li>● After parents have been successfully contacted, as buses arrive, students are called and sent home on their regular bus.</li> <li>● Classes progress as normal while buses arrive and students are sent home on their regular bus.</li> <li>● Students who normally walk home leave after their parents are successfully contacted after bussed students.</li> <li>● Once all students have left the building, school staff will be allowed to leave.</li> </ul>	<p>Staff and students remain home</p> <ul style="list-style-type: none"> <li>● Buses are cancelled.</li> </ul>

## 2.4. Principal Expectations During School Closures or Inclement Weather

- 2.4.1. Each Principal will be required to submit a School Inclement Weather Plan to the Safe Schools Superintendent to ensure the continuation of Academic Programming by September 30.
- 2.4.2. In the situation where only bus students are sent home early, staff are expected to continue their teaching duties for those students who remain in school.
- 2.4.3. In the event that weather conditions are so severe that the schools are closed for the day, staff may be excused by the Director of Education. There will be no deduction of salary for approved absences.
- 2.4.4. In the case where extreme conditions prevail and schools remain open, staff members who cannot travel from their usual place of residence to work, may be excused, with pay by the Director of Education providing a statement is received by the Director of Education attesting to the conditions and that reasonable attempts were made to arrive at school that day.

## 3.0. Communication Plan and Process

### 3.1. The Director or designate will:

- 3.1.1. Work collaboratively with the Transportation Consortium and other regional Directors on decisions regarding school closures, busing, and inclement weather.
- 3.1.2. Work collaboratively with the Communications Officer to post information on social media and update the website.

### 3.2. Superintendents and Principals will:

- 3.2.1. Contact their employees as per their Crisis Response Phone Tree to ensure effective communication.
- 3.2.2. Contact their Superintendent once all employees have been contacted.

### 3.3. All Employees will:

- 3.3.1. Check their employee email accounts, board website, social media, local radio station (CFNO) and/or make contact with their immediate supervisor for updates and further direction.
- 3.3.2. Review **Appendix A, SNCDSB Inclement Weather Communication Plan and Process.**

### **3.4. Communication Officer will:**

- 3.4.1. Contact local radio station (CFNO) and post on website and social media.
- 3.4.2. Remain in contact with the Director and Chair of the Board.

## **4.0. Trustee Information**

- 4.1. In the case where extreme conditions prevail and trustees are scheduled for conferences, Board meetings, professional development or any other activity that includes traveling to and from a site, the Director of Education will contact them to give information about next steps.

## **5.0. Professional Development Day Process**

- 5.1. In the case where extreme conditions prevail on a System Wide Professional Development Day and there is a need for cancellation the Director of Education will send a memo to all employees with specific instructions or redirection .

## **6.0. References**

- Education Act, RSO. 1990.
- AP Northwest Catholic District School
- AP Kenora Catholic District School
- Policy/AP O 611 Operations - Shared Schools and Emergency Plant Closures

