

YORK REGION DISTRICT SCHOOL BOARD



Policy and Procedures #152.0, Severe Weather Procedure 152.1, Extreme Cold Weather Day Procedure 152.2, Inclement Weather Day Procedure 152.3, Emergency Weather Day (System Closure)

Executive Summary

The Board recognizes that severe weather may pose challenges and difficulties for students and staff members. The Board considers many factors when determining whether to shut down certain Board operations based on predicted weather. The safety and well-being of all staff, students, families and members of the community are taken into consideration.

The Region of York is unique with a wide variety of geographic and demographic diversity. When a decision to cancel school buses is made, the Board makes every reasonable effort to communicate with the community. There may be rare occasions where emergency weather conditions occur and the Board may need to close all schools and Board locations. Closures will be considered when facilities may not be safe for students and staff members to attend school for the full day. This may include events that significantly limit school operations such as a significant snowfall or ice storm that restricts access to the school site, causes widespread or prolonged power failures or down power lines.

Policy and Procedures #152.0, Severe Weather applies to all students, staff, parents/guardians, volunteers, permit holders, equipment suppliers and private vendors who provide a service to schools and other Board properties. It is the expectation of the York Region District School Board that reasonable measures will be taken to prevent harm, manage operational matters and keep schools and workplaces open, where possible.

An emergency weather day is designated as an emergency because of the breakdown in essential services, such as, but not limited to, hydro, heat and/or water, or other conditions whereby the safety of students, staff and other building occupants would be compromised.

Extreme weather that does not warrant the declaration of an inclement weather day or emergency weather day (system closure) may occur at schools and workplaces throughout the Board. Extreme weather includes, but is not limited to, extreme cold weather with wind chill, extreme hot weather with high humidex and/or high ultraviolet (UV) index ratings. An [Extreme Hot and Cold Weather and UV Protection Guideline](#) has been developed to assist principals, managers, supervisors and parents to support students, staff and children during times of extreme weather conditions.

Stakeholders Groups with Responsibilities under this Policy and Procedure:

- Board of Trustees
- Director of Education

- Associate Directors of Education
- Coordinating Superintendents
- Superintendents
- Principals, Managers and Supervisors
- Legal, Legislative and Administrative Services
- Education and Community Services
- Plant Services
- Business Services
- Human Resource Services
- Student Transportation Services
- School Staff
- Department Staff
- Daily Occasional Teachers
- Corporate Communications
- Curriculum and Instructional Services
- Community and International Education Services
- Student Services
- Parent(s)/Guardian(s)
- Students

Relationship to Board Priorities

This policy and related procedures foster well-being and mental health by ensuring the safety of students, staff, and other building occupants where events result in instances of severe weather and/or unsafe road conditions. To ensure that Board resources are safeguarded by instructing all staff to make every reasonable effort, consistent with personal safety, to be on duty unless instructed otherwise by the Board.

Policy and Procedures #152.0, Severe Weather, builds trust and collaborative relationships with students, families and staff through respectful and responsive communication focused on shared solutions.

Legislative Context

[Education Act](#)

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board. The term “parents” refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Policy #152.0 Severe Weather

1. Policy Statement

The York Region District School Board is committed to ensuring the safety and well-being of all students, staff, families and community members on days that are deemed to be severe weather. The Board strives to ensure that all schools and workplaces are open every instructional/operational day to meet the needs of students and the community. There may be rare occasions where emergency weather conditions occur and the Board may need to close all schools and Board locations.

2. Application

The Board recognizes that severe weather may pose challenges for students and staff members. The Board considers many factors when determining whether to shut down certain Board operations due to predicted severe weather conditions. The safety and well-being of all staff, students, families and members of the community are taken into consideration on Extreme Cold Weather, Inclement Weather and Emergency Weather (System Closure) days.

As outlined in the [Communications](#) policy, the Board is committed to providing relevant, accurate, clear and timely information on Board programs, services, events and activities.

3. Responsibilities

3.1 The Board of Trustees is responsible for:

- a) reviewing the Severe Weather policy in accordance with the priorities in the Multi-Year Strategic Plan and the approved policy review cycle; and
- b) understanding and communicating with members of the community about the Severe Weather policy, as required, and the availability of the [Extreme Hot and Cold Weather and UV Protection Guideline](#).

3.2 The Director of Education is responsible for:

- a) implementing and operationalizing the Severe Weather policy.

4. Definitions

4.1 Extreme Cold Weather

Temperatures reach extreme cold, requiring the cancellation of school buses and taxis. Schools and workplaces remain open and all regular Board operations continue.

4.2 Inclement Weather

Winter weather conditions require the cancellation of school buses and taxis. Schools and workplaces remain open.

4.3 Emergency Weather Day (System Closure)

Extreme weather conditions that require the closure of all schools and workplaces across the system.

5. Contact

Education and Community Services

6. History

Approved: 1996

Working Document: October 2012, July 2013, November 2019

Revised: 2002, 2005, 2007, April 2014, June 2020



Board Procedure #152.1 Extreme Cold Weather Day

1. Procedure Statement

This procedure outlines practices to be followed by Board staff in extreme cold weather.

2. Application

The Extreme Cold Weather Day procedure applies only to the cancellation of transportation of students using Board-provisioned services, where it is too cold for buses to reliably operate thereby posing a safety risk to the well-being of students.

On these days, all schools and Board offices will be open. Staff are required to report to their regular work locations. Meetings and Professional Development sessions and all other Board-sanctioned activities and events for staff will proceed as scheduled.

3. Responsibilities

3.1 Superintendents shall:

- a) review the appropriate operational procedures and expectations for the Extreme Cold Weather Day procedure with their department/school staff annually.

3.2 The Senior Manager of Legal, Legislative and Administrative Services shall:

- a) in consultation with the Manager of Student Transportation Services, determine that the Board shall declare an extreme cold weather day by 6:00 a.m. and communicate this decision to trustees, superintendents and principals;
- b) on Board-designated extreme cold weather day, communicate;
 - that school bus and taxi transportation to schools is cancelled for the day,
 - the decision to declare an extreme cold weather day to Human Resource Services, Education and Community Services, Plant Services and Corporate Communications,
 - the need for principals to cancel locally booked transportation for scheduled field trips and events,
 - expectations about examinations when buses are cancelled during the examination period,
 - any change in expectations if it is a specially designated day such as, but not limited to a day when Education Quality and Accountability Office (EQAO) tests are scheduled,
 - that principals should consult with their superintendent of schools to determine if locally booked transportation should be cancelled for activities scheduled beyond the

- school day and/or for field trips that exceed more than one day that, if cancelled would create undue hardship; and
- c) seek the cooperation of local media to announce decisions about an extreme cold weather day that may impact day school.

3.3 The Manager of Student Transportation Services shall:

- a) send information about the cancellation of buses to local media by 6:00 a.m. on an extreme cold weather day;
- b) annually advise schools of local media outlets that will announce bus cancellations, in conjunction with Corporate Communications; and
- c) post a notification of bus cancellations on the front page of the [Student Transportation Services](#) website.

3.4 Corporate Communications shall:

- a) execute a pre-established communication plan on an extreme cold weather day; and
- b) seek the cooperation of local media to communicate the Board's decisions to declare an extreme cold weather day.

3.5 Principals, Managers and Supervisors shall:

- a) communicate in advance expectations for staff members regarding the Extreme Cold Weather Day procedure.

3.6 Principals shall:

- a) annually remind parents that school bus cancellation information is communicated through local media outlets, the [Student Transportation Services](#) website, the Board's website and Twitter account and on the Board and school's voicemail recording;
- b) inform parents that they are responsible for using their best judgment to decide whether or not to send their child(ren) to school on days when buses are cancelled and schools remain open;
- c) inform parents that in accordance with the Safe Arrivals and Departures and Departures – Elementary Students policy and procedure;
 - the school will not be following up on absences of students who are bused on a Board declared extreme cold day, and
 - the school will be following up on unreported absences of students who walk to school on a Board declared an extreme cold weather day;
- d) ensure that students are not recorded absent on a Board declared extreme cold weather day if they were unable to attend school as a result of school bus cancellations;
- f) inform parents that they are responsible for making arrangements to have their child(ren) picked up at the end of the school day on days when school buses are cancelled in accordance with the school's safe departures protocol;

- g) encourage parents to make a standing arrangement with a neighbour or other trusted person so that every child in Year 1 Kindergarten to Grade 6 will know where they are to go if they arrive home early and cannot enter their home;
- h) communicate, as necessary, the [Extreme Hot and Cold Weather and UV Protection Guideline](#) to students, parent(s)/guardian(s), staff and other building occupants;
- i) cancel all examinations and communicate the Board-wide re-scheduled examination date and that all remaining examinations will occur as regularly scheduled;
- j) communicate any change in expectations if it is a specially designated day such as, but not limited to a day when Education Quality and Accountability Office (EQAO) tests are scheduled;
- k) cancel locally booked transportation for scheduled field trips and events; and
- l) consult with their superintendent of schools to determine if locally booked transportation should be cancelled for activities scheduled beyond the school day and/or for field trips that exceed more than one day that, if cancelled would create undue hardship.

3.7 All Staff (including, but not limited to, Long-Term/Daily Occasional Teachers, Temp/Term Support Staff, Casual Support, Teachers and Department Staff excluding caretaking staff) shall:

- a) make every effort to understand the Extreme Cold Weather procedure;
- b) be on duty at their regular and/or assigned work location; and
- c) not bring children to their work location.

3.8 Education and Community Services shall:

- a) communicate the Board-wide rescheduled examination date to all secondary schools, where applicable.

3.9 Plant Services shall:

- a) ensure all caretaking and maintenance staff are aware of and understand the Extreme Cold Weather procedure;
- b) ensure staff are to be on duty at their regular work location.

3.10 Caretaking Staff shall:

- a) on a Board-designated extreme cold day;
 - report to their regular work location and perform regular duties, unless prior arrangements for coverage have been approved or directed by Plant Services.

3.11 Parent(s)/Guardian(s) shall:

- a) be aware of where they can obtain information about bus and/or school cancellations, such as, but not limited to, local media outlets, the Board's website and Twitter account, the [Student Transportation Services](#) website, and on the Board and school voicemail recordings;
- b) use their best judgment to decide whether to send their child(ren) to school on an extreme cold weather day, when buses are cancelled but schools remain open;
- c) understand that in accordance with the [Safe Arrivals and Departures – Elementary Students](#) policy and procedure;
 - the school will not be following up on absences of students who are bused on a Board declared extreme cold weather day, and
 - the school will be following up on unreported absences of students who walk to school on a Board-declared extreme cold weather day;
- d) be aware that if no absence has been reported by parents of students who are bused to school, the student will not be recorded as absent;
- e) understand that if they choose to send their child(ren) to school on an inclement weather day, that their child should remain at school for the day and not request to leave through the main office during the day, unless due to a real emergency;
- f) be aware of the [Extreme Hot and Cold Weather and UV Protection Guideline](#) and ensure that their child(ren) are prepared for the weather conditions;
- g) follow the school's safe arrival procedure and safe departures protocol on inclement weather days;
- h) recognize that on an extreme cold weather day, lunch service arrangements, special lunches or special events/field trips will be cancelled;
- i) make arrangements to have their child transported to and/or from school or child care/before and after school programs, should they remain open, on days when school buses are cancelled; and
- j) make every attempt to ensure their child(ren) know(s) where they are to go if they arrive home early and cannot enter their home.

4. Definitions

4.1 Student Transportation Services (STS)

A joint venture between the Catholic and public school boards in York Region. The mandate of STS is to provide safe, efficient and reliable transportation for all eligible students.

5. Contact

Education and Community Services

6. History

Working Document: November 2019

Revised: May 2020



Board Procedure #152.2 Inclement Weather Day

1. Procedure Statement

This procedure outlines practices to be followed by Board staff on an inclement weather day.

2. Application

The Inclement Weather Day procedure applies to all regular day school instructional programs offered by the Board, school and Board events, such as, but not limited to, conferences, workshops, special events and in-school professional learning.

Cancellation of programs operating in Board facilities by external organizations during the regular school day such as, but not limited to, child care programs and before and after school programs is determined by the provider.

If an inclement weather day beyond the regular school day is declared, all permits will be cancelled.

3. Responsibilities

3.1 The Director of Education shall:

- a) allocate staff and resources to support the Inclement Weather Days procedure.

3.2 Superintendents shall:

- a) review the appropriate operational procedures and expectations for inclement weather days with their department/school staff annually; and
- b) notify appropriate staff when an inclement weather day has been declared beyond the school day and events are to be cancelled.

3.3 The Senior Manager of Legal, Legislative and Administrative Services shall:

- a) in consultation with the Manager of Student Transportation Services, determine that the Board shall declare an inclement weather day by 6:00 a.m. and communicate this decision to trustees, superintendents and principals;
- b) on Board-designated inclement weather days, communicate;
 - that school bus and taxi transportation to schools is cancelled for the day,
 - the decision to declare an inclement weather day to Human Resource Services, Education and Community Services, Plant Services and Corporate Communications,

- the need to cancel all regular day school instructional programs offered by the Board, school and Board events, such as, but not limited to, conferences, workshops, special events and in-school professional learning that requires occasional teachers or itinerant staff and Board and/or committee meetings requiring administrators to leave their schools, scheduled before 6:00 p.m.,
 - the need for principals to cancel locally booked transportation for scheduled field trips and events,
 - expectations about examinations when buses are cancelled during the examination period,
 - any change in expectations if it is a specially designated day such as, but not limited to a day when Education Quality and Accountability Office (EQAO) tests are scheduled,
 - that all school and work locations will be notified by 2:00 p.m. of a decision to designate an inclement weather day for locally booked after school transportation, evening classes, workshops, Board/committee meetings, permits and programs,
 - that principals should consult with their superintendent of schools to determine if locally booked transportation should be cancelled for activities scheduled beyond the school day and/or for field trips that exceed more than one day that, if cancelled would create undue hardship;
- c) seek the cooperation of local media to announce decisions about inclement weather days that may impact day school, permits and/or programs offered through Community and International Education Services.

3.4 The Manager of Student Transportation Services shall:

- a) send information about the cancellation of buses to local media by 6:00 a.m. on inclement weather days;
- b) annually advise schools of local media outlets that will announce bus cancellations, in conjunction with Corporate Communications; and
- c) post a notification of bus cancellations on the front page of the [Student Transportation Services](#) website.

3.5 Corporate Communications shall:

- a) execute a pre-established communication plan on an inclement weather day; and
- b) seek the cooperation of local media to communicate the Board's decisions to declare an inclement weather day.

3.6 Human Resource Services shall:

- a) ensure that all occasional teacher and supply educational assistant bookings are reviewed and cancelled where appropriate or reassigned where reasonable; and
- b) re-deploy occasional teachers who have previously been booked for an assignment and who reports to work where their services are no longer required.

3.7 Principals, Managers and Supervisors shall:

- a) communicate in advance expectations for staff members on inclement weather days;
- b) determine whether staff absences are authorized or unauthorized;
- c) ensure authorized absences are coded appropriately; and
- d) for unauthorized absences, ensure that the staff member submits a request for an unpaid leave or to use a vacation or float day, if applicable, to cover the absence.

3.8 Principals shall:

- a) annually remind parents that school bus cancellation information is communicated through local media outlets, the [Student Transportation Services](#) website, the Board's website and Twitter account and on the Board and school's voicemail recording;
- b) inform parents that they are responsible for using their best judgment to decide whether or not to send their child(ren) to school on days when buses are cancelled and schools remain open;
 - inform parents that in accordance with the [Safe Arrivals and Departures – Elementary Students](#) policy and procedure;
 - the school will not be following up on absences of students who are bused on Board-declared inclement weather days, and
 - the school will be following up on unreported absences of students who walk to school on Board declared inclement weather days;
- c) ensure that students are not recorded absent on Board declared inclement weather days if they were unable to attend school as a result of school bus cancellations;
- d) inform parents that they are responsible for making arrangements to have their child(ren) picked up at the end of the school day on days when school buses are cancelled in accordance with the school's safe departures protocol;
- e) encourage parents to make a standing arrangement with a neighbour or other trusted person so that every child in Year One to Grade 6 will know where they are to go if they arrive home early and cannot enter their home;
- f) communicate, as necessary, the [Extreme Hot and Cold Weather and UV Protection Guideline](#) to students, parent(s)/guardian(s), staff and other building occupants;
- g) ensure that alternative arrangements and/or alternate date(s) are included in communications related to examinations and or/specially designated days;
- h) advise the Supervisor of Facility Services at the beginning of each school year and on an ongoing basis as caretaking staff change, of any situation where it is expected that existing staff would be unable to manage an extended day caused by the cancellation of an afternoon shift;
- i) on Board-designated inclement weather days;
 - ensure that the school is open and a program of study connected to the Ontario curriculum's expectations is available to students on every instructional day, including inclement weather days,
 - remain in their schools for the day,
 - ensure that all support staff who report to the school are accommodated,
 - notify Human Resource Services if an occasional teacher previously been booked for an assignment reports to work and their services are no longer required,

- assign teaching staff from other school locations who report to their school to assist with student supervision, provide instruction as per available lesson plan/resources, as appropriate and when necessary,
- cancel school events and in-school professional learning that requires occasional teachers and Board, Advisory and/or Board committee meetings requiring administrators to leave their schools up until 6:00 p.m.,
- cancel locally booked transportation for trips and events scheduled during the school day,
- cancel locally booked after school transportation, programs and meetings as applicable if Education and Community Services has declared an inclement weather day beyond the school day,
- consult with their superintendent of schools to determine if locally booked transportation should be cancelled for activities scheduled for beyond the school day and/or for field trips that exceed more than one day that without creating undue hardship,
- cancel all examinations and communicate the Board-wide rescheduled examination date and that all remaining examinations will occur as regularly scheduled,
- ensure caretaking staff are made aware of Board decisions regarding cancellation of afternoon shifts and the obligations of caretaking staff on day and mid-shift,
- consult with caretaking staff to ensure that the building is properly secured and that all Board, after school program staff, child care centre staff and community partnership program participants have left the building if the school is closing due to the designation of an inclement weather day beyond the regular school day, and
- do not release caretaking staff in case they are required in the school or at another Board location unless otherwise directed by Plant Services.

3.9 All Staff (including, but not limited to, Long-Term Occasional Teachers, Temp/Term Support Staff, Teachers and Department Staff excluding caretaking staff) shall:

- a) make every effort to understand the Extreme Cold, Inclement Weather Day and Emergency Weather Day (System Closure) policy and related procedures; and
- b) on Board-designated inclement weather days;
 - make every reasonable effort, consistent with personal safety, to be on duty at their regular work location or an alternate Board location unless instructed otherwise by the Board,
 - report to any York Region public school (teachers) or work location (support staff, temp/term, casual) without loss of salary, or charge to the bank of five days allotted for reasons other than personal illness,
 - not bring children to their work or alternate work location,
 - advise their supervisor of the alternate school and/or work location attended or the inability to report to any Board location, in advance of their workday commencing to seek authorization, before coding the absence,
 - for unauthorized absences, complete the paperwork for an unpaid Short-Term Leave of Absence or request special permission from the principal, manager or supervisor to use a vacation or float day (if applicable) to cover the absence;

- advise staff scheduled to attend a workshop/and or professional development program to cancel their absence in STAR; and
- ensure attendance for the day is accurately reported and recorded on the appropriate tracking system.

3.10 Daily Occasional Teachers and Casual Support Staff shall:

- a) on Board-designated inclement weather days;
 - call the STAR system directly to cancel an assignment if unable to report to work,
 - be aware that the job may be cancelled by the STAR system if unable to report to work,
 - understand that by reporting to an alternate school or work location that does not require these services, you may be re-assigned to another school or work location, as required, and
 - be compensated as per the articles referencing “Call-Out Errors” in the respective collective agreement if they report to assigned work, if applicable.

3.11 Caretaking Staff shall:

- a) on Board-designated inclement weather days;
 - report to their regular work location and perform regular duties, unless prior arrangements for coverage have been approved or directed by Plant Services,
 - remain onsite unless otherwise authorized by Plant Services to vacate the building; in this case, remain in the building until the building is secured and cleared of occupants (including child care centres, before and after-care programs and community partnership programs), and
 - be paid overtime when working day or mid-shifts if required to remain in the building until it is cleared of occupants or if required by the Supervisor of Facility Services; and
- b) if scheduled to work on a weekend or statutory holiday, verify whether the Board has designated an inclement weather day and if so, not report to work and be compensated in accordance with the CUPE 1196 Collective Agreement.

3.12 Education and Community Services shall:

- a) communicate the Board-wide rescheduled examination date to all secondary schools, where applicable;
- b) in consultation with Administrative Services, Board and Trustee Services, Plant Services, Community and International Education Services and Curriculum and Instructional Services make a determination by 2:00 p.m. as to the designation of an inclement weather day beyond the regular school day and to the cancellation of evening programs, workshops, events, Board, Advisory and Board committee meetings and permits that are scheduled after 6:00 p.m.; and
- c) notify all trustees, principals, managers and supervisors by 2:00 p.m. of a decision to declare an inclement weather day beyond the regular school day.

3.13 Plant Services shall:

- a) collaborate with Education and Community Services about the decision to designate an inclement weather day beyond the regular school day;
- b) communicate relevant operational information pertaining to the outcome of the decision made by Education and Community Services to designate an inclement weather day beyond the regular school day to caretaking staff and principals;
- c) ensure all caretaking and maintenance staff are aware of staff resources for verifying inclement weather days on weekends and on statutory holidays; and
- d) ensure all facilities are secured.

3.14 Legal, Legislative and Administrative Services shall:

- a) collaborate with Education and Community Services about the decision to designate an inclement weather day beyond the regular school day for all events scheduled after 6:00 p.m.;
- b) advise permit holders that permits will be cancelled in the event of a Board-declared inclement weather day beyond the regular school day; and
- c) accommodate permit holders for permits cancelled due to inclement weather, where possible.

3.15 Community and International Education Services shall:

- a) collaborate with Education and Community Services about the decision to designate an inclement weather day beyond the regular school day;
- b) advise students who are enrolled in classes organized through Community and International Education Services of cancellations due to a Board-declared inclement weather day beyond the regular school day; and
- c) reschedule any classes cancelled due to inclement weather, where possible.

3.16 Curriculum and Instructional Services shall:

- a) communicate the cancellation of workshops and/or professional development programs to participants and/or guests in the event of a Board-declared inclement weather day beyond the regular school day; and
- b) advise staff scheduled to attend a workshop/and or professional development program to cancel their absence in STAR.

3.17 Corporate Secretariat and Trustee Services shall:

- a) communicate the cancellation of Board and committee meetings on Board-declared inclement weather days beyond the regular school day, when applicable.

3.18 Supervisors of Facility Services shall:

- a) where appropriate, authorize overtime for caretaking staff working day and mid-shifts to remain in the building until it is cleared of all occupants and secured on inclement weather days;

- b) in consultation with the principal, determine and update the caretaking arrangements for inclement weather days for each school and administrative site at the beginning of each school year; and
- c) determine caretaking arrangements as soon as possible on Board-designated inclement weather days, in consultation with the principal.

3.19 Parent(s)/Guardian(s) shall:

- a) be aware of where they can obtain information about bus and/or school cancellations, such as, but not limited to, local media outlets, the Board's website and Twitter account, the [Student Transportation Services](#) website, and on the Board and school voicemail recordings;
- b) use their best judgment to decide whether to send their child(ren) to school on inclement weather days when buses are cancelled but schools remain open;
- c) understand that in accordance with the [Safe Arrivals and Departures – Elementary Students](#) policy and procedure;
 - the school will not be following up on absences of students who are bused on Board-declared inclement weather days, and
 - the school will be following up on unreported absences of students who walk to school on Board-declared inclement weather days;
- d) be aware that if no absence has been reported by parents of students who are bused to school, the student will not be recorded as absent;
- e) understand that if they choose to send their child(ren) to school on an inclement weather day, that their child should remain at school for the day and not request to leave through the main office during the day, unless due to a real emergency;
- f) be aware of the [Extreme Hot and Cold Weather and UV Protection Guideline](#) and ensure that their child(ren) are prepared for the weather conditions;
- g) follow the school's safe arrival procedure and safe departures protocol on inclement weather days;
- h) recognize that on inclement weather days, lunch service arrangements, special lunches or special events/field trips will be cancelled;
- i) make arrangements to have their child transported to and/or from school or child care/before and after school programs, should they remain open, on days when school buses are cancelled; and
- j) make every attempt to ensure their child(ren) know(s) where they are to go if they arrive home early and cannot enter their home.

4. Definitions

4.1 Authorized Absence

An authorized absence is an absence communicated to the appropriate principal, manager or supervisor on a Board-designated inclement weather day, prior to the workday commencing, and only after a staff member has made every reasonable effort to be on duty at their regular work location or an alternate Board location before recording the absence.

If approved, the day will be charged against the staff member's bank of five days allotted for reasons other than personal illness if available. If the staff member does not have such days

available, or a vacation day/float day if applicable, the result will be loss of pay and the documentation must be completed for an unpaid short-term leave of absence.

For Casual Temporary/Term (temp/term) staff members, the absence will be coded as a pay deduct if the absence is approved by a supervisor.

4.2 Unauthorized Absence

An unauthorized absence occurs when the principal, manager or supervisor determines that a staff member did not make every reasonable effort to be on duty at their regular work location or an alternate Board location:

- on a Board-designated inclement weather day;
- on a day not designated as an inclement weather day regardless of where the employee resides or their local weather conditions.

5. Contact

Education and Community Services

6. History

Approved 2007

Working Document October 2012, July 2013, January 2014, November 2019

Revised 2009, 2010, 2014, May 2020



Board Procedure #152.3 Emergency Weather Day (System Closure)

1. Procedure Statement

This procedure outlines practices to be followed on an Emergency Weather Day.

2. Application

Emergency weather days are designated as an emergency because of the breakdown in essential services, such as, but not limited to, hydro, heat and/or water, or other conditions whereby the safety of students, staff and other building occupants would be compromised.

An emergency weather day results in the closing all schools and Board offices across the system due to extreme winter weather conditions.

In addition to school closures, the following programs would also be closed and/or cancelled:

- a) Before and After School Care Programs;
- b) Licensed Child Care in Schools Programs;
- c) Community and International Education Programs;
- d) Continuing Education Programs;
- e) Adult English as-a-Second Language Programs; and
- f) meetings, examinations, permits, workshops and/or professional development programs.

The decision to declare an emergency weather day, will be made by the Director of Education, or designate.

The Director of Education, or designate, will consult with appropriate staff in anticipation of an extreme winter weather event. Staff will closely monitor the weather conditions and provide regular updates to the Director of Education, or designate.

3. Responsibilities

3.1 The Director of Education or designate shall:

- a) consult with appropriate staff to determine if an emergency weather day is warranted,
- b) declare an emergency weather day when necessary; and
- c) advise the Board of Trustees of the emergency weather day as soon as possible.

3.2 The Senior Manager of Legal, Legislative and Administrative Services shall:

- a) in consultation with the Director of Education or designate, determine that the Board shall declare an emergency weather day by 6:00 a.m. and communicate this decision to trustees, superintendents and principals.

3.3 Superintendents shall:

- a) review the appropriate operational procedures and expectations for an emergency weather day with their department/school staff annually.

3.4 Corporate Communications shall:

- a) execute a pre-established communication plan on an emergency weather day; and
- b) seek the cooperation of local media to communicate the Board's decisions to declare an emergency weather day.

3.5 Coordinator of Child Care and Community Services or designate shall:

- a) co-develop a communication plan with Before and After School Programs and Licensed Child Care operators, outlining the process for communicating with parent(s)/guardian(s) about an emergency weather day;
- b) notify Before and After School Programs and Licensed Child Care operators of an emergency weather day where schools are closed; and
- c) advise them to execute their emergency weather day communications plan.

3.6 Information Technology Services shall:

- a) deliver relevant communications, as directed by Corporate Communications, to parent(s)/guardian(s) and staff informing them of an emergency weather day; and
- b) provide support to other departments, as necessary.

3.7 Business Services shall:

- a) develop and implement a contingency plan to accommodate payroll processes in the event of an emergency weather day.

3.8 Legal, Legislative and Administrative Services shall:

- a) advise permit holders that permits will be cancelled on an emergency weather day; and
- b) accommodate permit holders for permits cancelled on an emergency weather day, where possible.

3.9 Human Resource Services shall:

- a) develop and implement a human resources contingency plan for the administration of an emergency weather day; and
- b) provide support to other departments, as necessary.

3.10 Corporate Secretariat and Trustee Services shall:

- a) communicate the cancellation of Board and committee meetings on an emergency weather day.

3.11 Principals, Managers and Supervisors shall:

- a) in September annually communicate expectations for staff members on an emergency weather day.

3.12 Principals shall:

- a) in October annually remind parents that emergency weather day information is communicated through: local media outlets, the [Student Transportation Services](#) website, School Transportation Hotline: 1-877-330-3001, the Board's website and Twitter account and on the Board and school's voicemail recording;
- b) ensure that alternative arrangements and/or alternate date(s) are included in communications related to examinations and or/specially designated days;
- c) communicate the Board-wide re-scheduled examination date and that all remaining examinations will occur as regularly scheduled.

3.13 Plant Services shall:

- a) annually communicate expectations for staff members on an emergency weather day;
- b) engage Emergency Conditions Plan; and
- c) assess and plan for safe re-opening of schools and administrative facilities.

3.14 Staff shall:

- a) make every effort to understand the Emergency Weather Day (System Closure) procedure.

3.15 Parent(s)/Guardian(s) shall:

- a) be aware of where they can obtain information on school cancellations, such as, but not limited to, local media outlets, the Board's website and Twitter account, the [Student Transportation Services](#) website, and on the Board and school voicemail recordings; and
- b) have alternate child care arrangements planned for the rare occasions when schools may be closed.

4. Contact
Education and Community Services

5. History
Working Document: November 2019
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