

Number:	<i>to be determined</i>
Topic:	Inclement Weather
Effective:	September 2004
Cross Reference:	
Revision Date:	December, 2008 and annually
Responsibility:	Superintendent of Business Services / Treasurer

INTENDED PURPOSE:

The Halton District School Board recognizes its responsibility for the safety and welfare of students and staff during school hours;

understands that parents share in the responsibility for the safety and welfare of their children;

realizes that occasionally situations of severe inclement weather exist or are predicted during the school day; and

recognizes that the Halton District School Board on certain occasions may have to close schools and/or cancel transportation.

PROCEDURES:

1. The Director or, in the absence of the Director, the Director's designate shall have the authority to determine school closure and/or cancel transportation subject to the advice of the Manager of Transportation.
2. The decision to close Halton schools and/or cancel transportation shall be made by 6 a.m.
3. The Manager of Transportation shall implement the decision for school closure and/or cancel transportation, including special transportation, and shall be responsible for its communication.
4. Radio/television stations will be informed of the decision to close schools and/or cancel transportation by 6:30 a.m.
5. Students and staff are excused from attendance at any Halton school, education centre or central office designated closed.
6. Designated schools will be closed when transportation is cancelled prior to school opening.

Communication of Policy and Procedures

- 1.1 In October, in each school, Principals will 'review, instruct and clarify' with staff the Inclement Weather Policy and Procedures with particular attention given to establishing employee expectations, and teacher responsibilities as understood by the Halton District School Board and Principals.
- 1.2 Principals will send home, by October 15th, each school year an information bulletin to parents informing them of the Board Policy and the communication of school closure during inclement weather. It shall be the Principal's responsibility to inform each parent of the Board Policy and its procedures for school closure.
- 1.3 Principals of elementary schools will attempt to establish a monitoring system for their schools utilizing neighbourhood houses and/or businesses. When schools are closed due to inclement weather, neighbours should be encouraged to monitor the

school for dropped off pupils and be encouraged to take such pupils into their homes. Principals of JK-8 schools should then be contacted in order to ascertain the emergency numbers of those students.

- 1.4 Principals of elementary schools will devise a telephone network based on bus routes and will designate a person to initiate that telephone network. Where drivers modify or cancel bus routes, the driver shall inform the dispatcher who will contact the Transportation Department which, in turn, will contact the school re: bus routes. The person will initiate the telephone network to inform parents of that bus route's modification or cancellation. Special needs students, regardless of grade or age, should be included in the telephone network.
- 1.5 Appropriate staff will communicate the Inclement Weather Policy and its Administrative Procedures in Board publications whenever possible, i.e., School Year Calendar.

Before the Beginning of a School Day

2.1 If school closure is possible, the Manager of Transportation will advise the Director, or designate, by 6 a.m. The Manager of Transportation will report the following information to the Director:

- Local vicinity weather report
- Present weather report as stated by Environment Canada – Toronto
- Anticipated 12 hour weather report as predicted by Environment Canada – Toronto, and modified by local conditions – (i.e., Guelph predictions for Acton weather)
- Road conditions and/or local transit:
 - Steeles Avenue and North
 - Highway #5 and North
 - Highway #5 and South
 - Oakville
 - Burlington
 - Milton, Acton, Georgetown
 - Bus operator's opinion
 - Wind-chill factor
 - Fog
 - Visibility
 - Blizzard conditions
 - Walking conditions

2.1 It is the responsibility of the student, staff and parents to listen to the radio for decision of school closure. The following radio/television stations will broadcast Halton closures/cancellations:

AM:	CHML 900	CFRB 1010	CKOC 1150	CHWO 740	CJOY 1460
FM:	CHFI 98.1	CING 95.3	CKFM 99.9	K-LITE 102.9	Y108 (107.9)
CBC 99.1	WAVE 94.7				
TV	CHTV Morning Show		CITY-TV		

2.2. Once the Director, or designate, makes the decision to close schools and informs the Manager of Transportation of this decision (6 a.m.) the Manager of Transportation will inform the radio/television stations listed above (2.2) by 6:30 a.m.

Bus Cancellation Before the Beginning of a School Day

The Manager of Transportation will inform the radio/television stations above (2.2) by 6:30 a.m. of bus cancellation.

- 3.1 Bus transportation cancelled at 6 a.m. is cancelled for the entire day.
- 3.2 Field trip and school to school transportation will be cancelled if bus transportation is cancelled.
- 3.3 All Inter-school athletic competitions and co-curricular activities will be cancelled if bus transportation is cancelled.

- 3.4 Education Centres located in schools closed when bus transportation cancelled for the day shall continue to function on those days. The following schools shall be designated closed when bus transportation is cancelled for the day:
- Kilbride
 - Brookville
 - Pineview
 - Stewarttown
 - Limehouse

School Closure During the School Day

(THIS WILL OCCUR ONLY WHEN THE MOST SEVERE CONDITIONS ARE PREDICTED OR OCCUR.)

- 4.1 The decision to close schools during the day will be made by the Director, or in the absence of the Director, the designate, on advice from the Manager of Transportation as required in school closure before the beginning of a school day. The Director will notify the Chair of this decision.
- 4.2 Once a school opens, schools will not be closed during the school day unless:
- The decision to implement closure is made by 11 a.m.
 - The communication to close schools is completed by 12 noon.
 - Notification of early school closure will be announced by radio prior to 12 noon.
 - Schools with developmentally handicapped students and/or ESL centres will be called first by the Centres according to the Centre's priority list.
- 4.3 No pupils in Grades JK-5 will be sent home until parents have been notified. Parents of Grade 6-graduation pupils may designate their wishes for their sons/daughters/ dismissal. Parents may designate beforehand in writing that their son/daughter will be allowed to leave the school by bus OR remain at school until picked up. Pupils, 18 years of age or older, may use their own discretion.
- Elementary and Secondary Principal input is provided through the Superintendents of Education to the Manager of Transportation prior to a decision of school closure occurring.
 - All pupils are dismissed to their home, or are at a previously designated location known by their parents, or have been picked up at the school by their parents. Pupils, 18 years of age or older, may use their own discretion.
 - Any pupils whose parents, or designate, have not been contacted or previously indicated in writing their intent, will be kept inside the school until parental contact is possible.
 - Pupils must be advised to remain inside the school until they have been picked up. School doors will not be locked until all pupils have been picked up.
- 4.4 The Principal may use his/her discretion to dismiss employees once closure has been decided and announced. When all pupils are home, or dismissed as pre-planned, or at a location known by their parent, the Principal will designate the school closed and upon informing the Superintendent of Schools, dismiss the remaining employees.
- 4.5 It shall be the Manager of Transportation's responsibility to inform each Education Centre of school closure and then to inform the radio stations. The Superintendents of Education must inform the schools affected of the decision.

Early Bus Dismissal

5.1 When weather conditions become such that difficulties may occur transporting pupils to their homes, the Manager of Transportation shall, in conjunction with the bus operators, decide on early dismissal for bus pupils.

The Manager of Transportation shall call and advise the Director, or designate, based on the following criteria:

- Time of day
- Weather and road reports
- Weather predictions
- Police departments
- Bus operators
- Road reports

5.2 Drivers have the authority to curtail, modify or cancel service if road conditions deteriorate after a route is started. Drivers must notify their dispatcher if routes are altered. Operators are expected to notify schools and the Manager of Transportation if routes are curtailed, modified or altered.

5.3 The Manager of Transportation shall inform the appropriate Centres of early bus dismissal. The Superintendents of Education shall inform the affected schools under their jurisdiction and ensure that principals assume responsibility for early dismissal of students or buses, based on the provisions of 3.2. The Principal must remain with pupils at the school until the remaining pupil(s) have been picked up by their parents, or designate.

It is the responsibility of the Director, or designate, to inform the Chair of the Board of early bus dismissal.

INCLEMENT WEATHER PROCEDURES

This section is to be completed by all parents of Grade 6 – Grade 8 students and returned to the school office.

Please indicate which option you wish for your student.

SURNAME

FIRST NAME

ADDRESS

TELEPHONE

TO BE COMPLETED BY PARENTS OF BUSED STUDENTS

In the event of an Early Bus Dismissal (please circle choice)

1. My son/daughter is to be dismissed and ride the bus home or to a location I have prearranged.
2. My son/daughter is to remain at school. I will make arrangements to transport him/her home.

TO BE COMPLETED BY PARENTS OF STUDENTS WHO WALK

In the event of an Early School Closure (please circle choice)

1. My son/daughter is to be permitted to leave the school.
2. My son/daughter is to remain at school. I will make arrangements to assist him/her home.

DATE

SIGNATURE OF PARENT/GUARDIAN