

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **ADVERSE WEATHER POLICY\***

POLICY - **EBCEA\***

Approval Date - 26/01/09

Cross Reference -

Resolution # - 27/09

Implementation – 26/01/09

Legal Reference -

Last Reviewed - 26/01/09

The utmost consideration will be given to ensuring the safety of all students and staff, as decisions are made regarding the running of school buses on days when weather conditions are adverse; or become adverse throughout the school day.

Parents in either the rural or town area are advised to keep their children at home if their school is closed due to adverse weather conditions.

If school buses are running and parents feel it is not safe for their children to travel; they should notify their bus driver or the Dispatcher at 748-2692 prior to the regular arrival time of their school bus.

In each situation addressed within this policy, please understand that the words Superintendent, Supervisor of Operations, and School Principal also imply "their designated person" who may perform for them a task in their absence.

## **School Division Closure**

Buses will not travel, schools will be closed, and all school functions will be cancelled when temperatures reach -40C, or when a combination of minus temperatures and wind speed create a windchill factor of -45C, or when visibility and and/or road conditions make it unsafe for travel. Conditions as reported through the Environment Canada and Highways Dept. at 6:20 a.m. will be the references used. The public will be informed of this decision through the following local radio stations: KX-96FM, 101.1 FM, 94.7FM, CJRB, and CKLQ-880 and CBC Radio.

## **Notification to Close Schools Prior to the Start of the School Day**

The closure of all or any school prior to the start of the school day will be the responsibility of the Superintendent of Schools in consultation with the Supervisor of Operations. The Superintendent must inform the Chairperson of the Board and the school principals affected as soon as possible after making the decision to close all or any school(s). The Supervisor of Operations will also contact the local radio stations (as listed above) to broadcast the decision "on the air". If there is **No** announcement on the air prior to 7:00 a.m. it will mean **that schools are open** in the Fort La Bosse School Division.

### **School Attendance Area Closure**

1. If all school buses in a school attendance area are not running due to inclement weather, **only the school or schools in that attendance area will be closed.**
2. The bus drivers, **as a group in each attendance area, must** make the decision prior to 6:35 a.m. as to whether it is safe or unsafe to travel on mornings when driving conditions are potentially hazardous due to road conditions or visibility.

**If the majority of school bus drivers in an attendance area** feel that conditions are too dangerous to leave home, no school buses will run in that school attendance area and the school(s) will be closed. Each bus driver must then notify the "contact people" on their bus route that their school bus is not running and that the school(s) is closed.

3. The contact driver(s) for that school attendance area (as identified by the Supervisor of Operations) must notify the Supervisor of Operations **immediately** of the decision not to run school buses. The Supervisor of Operations will inform the Superintendent of the closure. The Supervisor of Operations will then contact the local radio stations and inform them of which schools are closed. The Superintendent will notify principals of the schools in which those affected students attend.

### **Route Closure**

If a school bus driver leaves home and then finds that road conditions do not permit him to safely continue on his route, he must immediately inform the Dispatcher of his decision to return home. The Dispatcher will then contact the route "contact people", who, in turn, will phone the other parents on the route. A number of route closures in any given attendance area may not necessitate a school closure in that area. In cases where a bus route is closed and parents decide to drive their children to school, a bus will not be provided for the afternoon trip back home and parents should pick up or make alternate arrangements for their children.

### **Decision for Early Departure from School or to use Billets**

1. Students, who arrive by school bus, will remain at school all day. School buses will operate only at the regular pick up and dismissal times. Except however, if through the course of the day, weather conditions are deteriorating; the Principal in consultation with the contact driver will make a decision to either bus students home early, at dismissal time, or use the billets. The principal shall notify the Superintendent of the particulars of the decision. If the decision is made to bus students home early, all students will return home and the school will be closed. The school bus drivers **must not drop off students** if they are unsure that a parent or guardian is at home.
2. In cases of "**Early Departure**", school bus drivers will ensure that those students who were on the school bus to come to school; are back on the bus for the return trip home. If students are missing, the driver will inform the sending school before leaving.

3. The school will contact all “contact people” of the decision, and the appropriate “contact parents” will contact the parents in town and on school bus routes, for those students of parents who cannot be reached, billets will be used.
4. If the school bus driver is unable to reach a parent on the route, they must inform the Supervisor of Operations and alternate safe arrangements will be made for those students.
5. If at any time in the day, a school bus driver decides his route is not safe to travel back home on, he must notify the Supervisor of Operations and the Principal of the school(s) concerned, and billets will be used. The Principal will inform the Superintendent of the decision. A coordinated plan shall be developed in advance by the school principal(s) to notify billets. The Supervisor of Operations will notify the contact parents who in turn will notify the parents of transported students of this decision.
6. The decision to use billets will also be announced over local radio stations by the Supervisor of Operations as early as possible on the day the billets are to be used. Where possible, school buses will be used to deliver students to their billets.

### **Reporting to Work**

In the event of a **school closure** employees who work at a school are not expected to report to work. When there is a danger of school closure, school-based employees should take sufficient material home so that they can work at home. Employees will be available by phone during the work day to perform such duties as may be requested by administration. In each school the head custodian shall check on the physical plant.

