

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

**Section: Business and Administrative Services**

• **Non-aligned Regulations**

**Regulation: INCLEMENT WEATHER**

**Regulation Code: BA-20.1**

**Policy Code Reference: NA**

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This Administrative Regulation is written in accordance with the guiding principles within Transportation and Human Resources Policies.

During the course of the school year, it is recognized that from time-to-time, schools may need to respond to inclement weather emergencies.

It is the policy of the Board that schools shall be open and operational to accommodate students on all instructional days regardless of weather conditions, unless otherwise approved by the Director of Education, or designate.

### **1. School Inclement Weather Plan**

Annually, each school shall develop and refine a school plan to address inclement weather emergencies. These procedures shall be shared with the school council and communicated to parent(s)/guardian(s).

- 1.1 The school's Inclement Weather Plan shall include procedures re
  - 1.1.1 copies of appropriate current Board policies and administrative regulations;
  - 1.1.2 hard copy of current bus lists, route numbers, operators, and drivers;
  - 1.1.3 updated student emergency contact information including alternate drop-off site if parent(s)/guardian(s) not home and applicable telephone numbers;
  - 1.1.4 lists of designated radio stations and telephone numbers (See Item 3. in this Regulation for area stations);
  - 1.1.5 sample newsletters or announcements to parent(s)/guardian(s) regarding actions in the event of inclement weather;
  - 1.1.6 for secondary students, the action to be taken in the event of cancellation of transportation on an exam day;
  - 1.1.7 notification to the Board's Rentals Officer that after school rentals should be cancelled;
  - 1.1.8 confirmation of arrangements for students who normally walk to/from school;
  - 1.1.9 reminder to parent(s)/guardian(s) that if, in the event of a bus route cancellation, they transport their child to school in the morning they are responsible for transporting their child home at night;

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- 1.1.10 a mechanism to address school procedures if, the only staff on site due to inclement weather are non-teaching staff; and
- 1.1.11 a mechanism to ensure staff coverage at school for the time equivalent to the completion of the last bus route.
- 1.2 The principal shall communicate protocols developed by the Board's Human Resources Department to staff. (See Item 4. in this Regulation.)
  - 1.2.1 responsibility to report to work or an alternate job site, and
  - 1.2.2 remuneration and/or impact on accrued sick days.
- 1.3 The Board recognizes the right of parent(s)/guardian(s) to use their discretion in addressing student attendance at school during inclement weather. In those situations where transportation is not provided for bus students due to inclement weather, and parent(s)/guardian(s) deliver their child to the school, the parent(s)/guardian(s) are responsible for the return transportation of the child.
- 1.4 The principal shall communicate to parent(s)/guardian(s) the procedures in the event of an individual bus route being cancelled, several bus routes being cancelled, buses being brought in to transport children home before the end of the normal school day (see Item 2. in this Regulation).
- 1.5 It is expected that parent(s)/guardian(s) will provide and maintain necessary emergency information to assist the school in an appropriate response on behalf of their child to emergency inclement weather situations.

### **2. Transportation/Bus Cancellations During Inclement Weather**

If, due to inclement weather, student transportation services are affected the following will occur

#### **2.1 Local**

For the morning bus run the decision to cancel an individual bus route is the responsibility of the bus operator. The operator will inform the appropriate radio station(s) of this decision. Student Transportation Services will be informed of the cancellation prior to school opening.

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### 2.2 Area

An operator can elect to cancel all of the routes for a particular area. The operator will inform the appropriate radio station(s). Student Transportation Services will be informed of the cancellation prior to school opening.

### 2.3 Regional

All routes within a region may be cancelled by a superintendent of student achievement and/or the Superintendent of Business and Corporate Services. The Superintendent of Business and Corporate Services, or designate, shall notify radio station(s) of these cancellations.

### 2.4 System

If all buses in the Board's jurisdiction are to be cancelled, the Director of Education, or designate, shall approve and direct that radio station(s) shall be notified of these cancellations.

### 2.5 Early Dismissals

2.5.1 If an individual school is considering dismissing bus transported students, normally by 10:30 a.m., due to inclement weather, the principal shall consult with the Chief Administrative Officer of Student Transportation Services and the appropriate superintendent of schools prior to doing so. The principal shall ensure that any child who is unsure if there is a caregiver at home is aware of the alternate site to which they are to go. The principal shall record this data.

2.5.2 Upon approval and subsequent notification by the school principal, the principal shall notify the appropriate bus operator(s) to arrange transportation to return the students, in 2.5.1 above, to their homes.

### 2.6 Student Transportation Services Website Notification

Notwithstanding the notification procedures set out in Sections 2.1, 2.2, 2.3, 2.4 and 2.5, Student Transportation Services shall be responsible for posting notification of bus cancellations and related inclement weather announcements on the Student Transportation Services website "stsco.ca". Such notification shall be posted in a timely fashion prior to school opening.

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### **3. Area Radio Stations**

Area radio stations through which specific route or school cancellations will be reported are listed in Appendix A.

### **4. Employee Responsibilities and Remuneration During Inclement Weather**

While the decision as to whether or not to travel to work is a personal decision to be made by the employee, it is the expectation of the Board that employees will make a reasonable effort to report to work at their regular work location.

If, due to inclement weather, an employee is unable to report to their regular work location, the employee is expected to report to the closest alternate work location.

Administrative Regulation HR-6.1.1, Leaves of Absence, Employee Responsibilities During Inclement Weather, addresses in detail alternate work locations, assignment of work at the alternate work location, notification of the employee's supervisor, approval of remuneration for absence due to inclement weather, and related matters.

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