



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Inclement Weather & Temporary School/Facility Closures

		Policy Number:	400.01
Adopted:	April 23, 2013	Former Policy Number:	N/A
Revised:	November 26, 2019	Policy Category:	Operations
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the safety and well-being of staff and students is the highest priority. From time to time, the district encounters inclement weather that can lead to delays and temporary closures of schools.

Policy Statement:

It is the policy of the Board that the Director of Education or designate is authorized to delay bus start times or to close schools in the circumstances that inclement weather prevents students and staff from arriving to school safely. It is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

Glossary of Key Policy Terms: N/A

References

http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf
Education Act, R.S.O. 1990, c.E.2



Inclement Weather & Temporary School/Facility Closures AP 400.01

Procedure for:	All Staff	Adopted:	April 23, 2013
Submitted by:	Mike McDonald (Director of Education)	Revised:	April 26, 2016, November 26, 2019
Category:	Operations		

Purpose

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address the results of inclement weather.

Responsibilities

Direction is given in this Administrative Procedure to supervisory officers, principals, teachers, managers, supervisors and all staff.

Information – N/A

Procedures

The Director of Education or designate, in consultation with Student Transportation Services, shall determine when school openings will be delayed or schools/facilities will be temporarily closed due to inclement weather. The Director of Education or designate shall determine if a zone is to be closed due to inclement weather. The Director of Education or designate is responsible for setting up a notification system to inform the district of any delays or temporary zone closures. All bus delays and temporary zone closures shall be initially communicated by Student Transportation Services Brant Haldimand Norfolk (STSBHN) and by BHCNDSB and local media.

1.0 Safety

The BHCNDSB believes that the safety and well-being of staff and students is first and foremost. As such, once it is determined that weather conditions are unsafe, the decision will be made to cancel transportation and/or close zones. The determination of adverse weather conditions is subjective and consequently it is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

2.0 Communication

The BHCNDSB understands that prompt and clear communication of decisions are important for staff, students and parents and consequently will make every effort to communicate the decision as soon as possible. A decision to cancel transportation and temporarily close zones will be made by 6:30 a.m. where possible and STSBHN will begin to communicate the details (automated alerts, local media – radio/tv, social media). BHCNDSB will assist communication efforts via automated alerts, website posts and social media. For a complete list of media outlets partnered to broadcast inclement weather messaging, visit stsbhn.ca – Frequently Asked Questions.

3.0 School Zones

The BHCNDSB is a large board geographically and as a result the weather conditions will vary from location to location. For the sake of this policy, the board will be divided into four zones. The zones are Norfolk county (Zone 1), Haldimand County (Zone 2), Brant County (Zone 3) and the City of Brantford (Zone 4). These zones will be communicated to parents and the community. In the event that not all of the zones of the Board are closed, the communication will be clear as to what zones are closed.



4.0 Cancellation of Transportation and School Closure

In the event that inclement weather has been forecast, or is imminent, the STSBHN will collect data and information from a variety of sources and discuss the weather conditions with the Superintendent of Business or Director of Education. The decision to cancel transportation and close zones will be made based upon: the forecasted road conditions and visibility during student travel time. If it is believed that due to these factors safe travel is not possible, transportation will be cancelled.

When this occurs, the following will occur:

- All schools and Board facilities within the affected zone closed to students and staff and **all activities**, including but not limited to; community use of school rentals, athletic events/practices, and before and after school childcare, will be cancelled.
- If any zone is closed, all training sessions in the Board will be cancelled.
- If a bus route travels through a zone where transportation is cancelled the bus will not operate. Therefore, students who reside in a cancelled zone, but attend school in a zone which is open, will not have transportation provided, and if they reside in a zone where schools are open but they attend school in a zone which is closed transportation will also be cancelled.
- Once transportation has been cancelled in the morning, it remains cancelled all day.

4.1 Staff Procedure

- (a) If transportation is cancelled to all zones, schools and facilities are closed to all students and staff.
- (b) If transportation is not cancelled in a zone where an employee works, the employee will make every reasonable effort to reach their normal place of employment using safety and common sense as the guiding principle. If after these considerations an employee cannot safely make it to their place of work they will alert their supervisor, record in Smartfind and make an application for an Inclement Weather Day, or other leave, to be adjudicated by the Human Resources Department.

5.0 Cold Weather Cancellation of Transportation (Due to Risk of Bus Reliability) and Schools Remain Open

In the event that the Environment Canada identifies that the air temperature, with wind chill, is below -30 degrees and a high risk of frostbite could occur in 10 minutes or less, transportation will be cancelled but schools and facilities may remain open. This will be determined at 5:45 a.m. and messaged out accordingly. The cancellation of transportation due to air temperature and bus reliability, is to ensure that students are not stranded, without heat, on a disabled bus

6.0 Early Dismissal

Early dismissal will occur only in extreme circumstances. The decision to have students transported home early will be made by 12:00 noon and the information shall be communicated to families and staff, posted on the Board website, communicated through social media and shared with local media.

When it is necessary to dismiss early, parents/guardians (or alternate emergency contacts) of students in Junior Kindergarten to Grade 8 and parents/guardians (or alternate emergency contacts) of Secondary students under 18 years of age will be contacted, unless the school has previously made alternate arrangements with parents/guardians. If no contact can be made before buses leave, students will remain at school until parents have been contacted and they have made arrangements to pick up their children. Adequate staff will remain at school to provide supervision.



Zone 1 Norfolk County	Zone 2 Haldimand County	Zone 3 Brant County	Zone 4 City of Brantford
Elementary Schools	Elementary Schools	Elementary Schools	Elementary Schools
Our Lady of Fatima	Notre Dame School	Blessed Sacrament	Christ the King
Sacred Heart	St. Mary's	Holy Family	Holy Cross
St. Bernard of Clairvaux	St. Michael's	Sacred Heart	Jean Vanier
St. Cecilia's	St. Patrick's	St. Theresa	Notre Dame
St. Frances Cabrini	St. Stephen's		Our Lady of Providence
St. Joseph's			Resurrection
St. Michael's			St. Basil
			St. Gabriel
			St. Leo
Secondary Schools			St. Patrick
Holy Trinity Catholic High School			St. Peter
St. Mary Satellite Campus			St. Pius X
			Secondary Schools
			Assumption College School
			St. John's College
			St. Mary Catholic Learning Centre
			Board Facility Sites
			Catholic Education Centre
			Facility Services
			IT Services

