



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Inclement Weather & Temporary School/Facility Closures**

		<b>Policy Number:</b>	400.01
<b>Adopted:</b>	April 23, 2013	<b>Former Policy Number:</b>	<b>n/a</b>
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	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](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)  
Education Act, R.S.O. 1990, c.E.2



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## Inclement Weather & Temporary School/Facility Closures AP 400.01

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	April 23, 2013
<b>Submitted by:</b>	Chris N. Roehrig (Director of Education)	<b>Revised:</b>	April 26, 2016
<b>Category:</b>	Operations		

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### Purpose

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address 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/sites will be temporarily closed due to inclement weather.<sup>1</sup> The Director of Education or designate shall determine if a school/site is to be closed after the start of the day 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 school/facility closures. All bus delays and temporary school closures shall be posted on the Student Transportation Services Brant Haldimand Norfolk website ([www.stsbhn.ca](http://www.stsbhn.ca)) and communicated to local radio stations.

#### 1.0 Temporary School/Facility Closures

- 1.1 Central Office and non-school facilities will remain open. Only in rare situations will the Central Office and non-school facilities be closed. Schools may be temporarily closed to employees at the direction of the Director of Education or designate.
- 1.2 Schools shall remain open unless all bus transportation in the zone is cancelled, in which case the school shall be closed to students.

#### 2.0 Managers, Principals and Senior Administration

- 2.1 It is the principal's or manager's responsibility to review the content of this procedure with staff and to develop procedures to alert staff of closure, cancelled transportation, or delayed dismissal.<sup>1</sup>
- 2.2 The principal of each school shall endeavour to ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately. As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.<sup>2</sup>

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<sup>1</sup> [http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)

<sup>2</sup> Child and Family Services Act R.S.O. 1990, c.C.11



- 2.3 In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of these students to their homes.
- 2.4 In the circumstances that the Principal believes the school should be temporarily closed after the start of the school day, they shall consult with the Director of Education or designate before conveying any information regarding closing school early.

**3.0 Teachers and Other Non-Management Employees**

It is expected that employees will make every reasonable effort to attend at their normal place of work.

- 3.1 In the event of questionable road or inclement weather conditions:
  - 3.1.1 Employees shall be notified by the school principal or site supervisor (or designate) regarding the status of a school/site closure. If the normal place of work is open, employees shall report to work unless they deem travel to the normal place of work to be unsafe.
  - 3.1.2 If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall contact the supervisor and choose one of the four options below:

<b>Option A – Working at an Alternate School or Site</b>	<b>Option B – Working from Home to Complete Online Training or Other Approved Duties</b>	<b>Option C – Apply for a Day Off Without Pay</b>	<b>Option D – Apply for a Banked Lieu Day or Vacation Day (12-month employees)</b>
Contact an alternative site supervisor (school principal) to inquire as to whether or not they need assistance. Report to the alternative site for assignment. On an emergency basis, employees need to be available for assignment to an alternate site.	Complete alternate duties that include time for planning, professional development and/or work-related activities. Employees are encouraged to seek input from their supervisor regarding appropriate activities for working at home. Employees may complete online training that is required [e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA)].	Submit leave of absence request form to supervisor for consideration. Report absence in SmartFIND.	Report absence in SmartFIND using Lieu Day or Vacation Day code.

Please refer to Appendix A – Frequently Asked Questions.

- 3.1.3 Employees reporting to work late due to inclement weather will be considered to be present for that work day.
- 3.1.4 Employees are expected to make ongoing efforts throughout the day to report to the school/work site if it is open, and to report to work when it is safe to do so. Should inclement conditions clear during the day, it is an expectation that employees working an afternoon shift attend work at their school/work site as per usual.
- 3.1.5 Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged. As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.<sup>3</sup>
- 3.1.6 In an emergency situation (an open school is understaffed), an employee that resides in an open zone and is working from home may be assigned to an alternate site by the appropriate superintendent if the employee deems that travel is safe.

<sup>3</sup> Child and Family Services Act R.S.O. 1990, c.C.11



#### 4.0 Winter Procedures for Plant and Facilities Staff

- 4.1 All buildings are equipped with temperature sensing devices integrated into the building automation system and monitored 24/7. An automated message will be sent to Facility Supervisors when room or boiler water temperatures fall below a predetermined minimum set point. Facility Supervisors, at their discretion, will call a contractor, facility staff or both to respond to the alert.
- 4.2 Additional school checks may be made, at the discretion of the Manager of Facilities or designate, for cold weather alerts or unusual winter weather conditions. Time, frequency and weather conditions will be determined by the Manager of Facilities or designate. A cold weather alert is currently defined as temperature below -20°C, including wind chill factor.
- 4.3 Facility staff will be paid in accordance with the collective agreement.
- 4.4 Any check of the building will include a systematic walk throughout the interior looking for broken or unsecure windows, water leaks and frozen pipes, and ensuring that power and heat are available in every room. Doors without exterior handles must be checked from the inside.
- 4.5 A complete tour outside the building will be made, inspecting all doors to ensure they are secure and a visual will be made for property damage or vandalism.
- 4.6 Minor repairs or adjustments may be required and considered part of the school check.
- 4.7 For safety reasons, some minor snow shoveling or sand/salting may be necessary at the entrance to the building and considered part of the school check.
- 4.8 Sidewalk and parking lot conditions will be entered into the Facility electronic snow sand/salt logbook.
- 4.9 Facility staff will notify the Supervisor for emergency assistance or if additional follow-up work is required. Work requests will be entered into the Facility electronic work order system.
- 4.10 Facility staff will notify the Supervisor for removal of large snow drifts on roofs.
- 4.11 Under no circumstance will staff climb outdoor ladders in winter weather to access roofs while working alone.

**Definitions** – N/A

#### References

[http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)

Child and Family Services Act R.S.O. 1990, c.C.11



Appendix A

Inclement Weather - Frequently Asked Questions

<p>If my school is closed do I have to report to school?</p>	<p>If your school is closed, you may report to your school if it is safe to do so. If it is not safe to report to your school/site, you may report to a school near you that is open, safe to get to, and where your attendance is needed. If it is unsafe to report to an alternate site you should contact your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>
<p>If my school is open and I feel it is unsafe to get there, what do I do?</p>	<p>Call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed. You should consider ongoing efforts to report to your school (for instance if weather patterns clear up). If it is unsafe for you to get to an alternate site, you should call your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>
<p>In order to get to my school, I need to drive through a zone where buses are cancelled. What do I do?</p>	<p>If your school/site is open, you are expected to get there unless you feel it is unsafe to do so. If you feel it is unsafe to do so, call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed or contact your supervisor and let him/her know you will be working from home or request the day off without pay. You should consider ongoing efforts to report to your school/site (for instance, if weather patterns clear up).</p>
<p>After I have arrived at my school or site, it looks like the weather is getting worse and I want to go home early. What do I do?</p>	<p>Our primary responsibility is for the safety of the children/youth that are in our care. <i>As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.</i> You should consult your principal / supervisor in this situation. <b>Schools usually need to remain open until the end of the day if they start the day as open.</b> There are many reasons for this:</p> <ul style="list-style-type: none"> <li>• Parents of bused students make arrangements for children to be received at the end of the school day – sending students home prior to this creates situations where children have nobody at home to receive them.</li> <li>• If buses are needed to get students home, bus drivers are often unavailable outside their normal driving hours.</li> <li>• Road crews often schedule road clearing based on the fact that extra traffic will be on roads at the end of the school day; therefore, it can be unsafe to be on the roads prior to the end of the school day.</li> </ul>
<p>If I arrive to work late because of inclement weather, will I be penalized?</p>	<p>No, employees who report to work late because of inclement weather will be considered in attendance and on time for that day. You should always notify your supervisor if you will be late for work.</p>
<p>How do I find out what would be appropriate, productive and worthwhile for working at home?</p>	<p>You should contact your principal/supervisor in this regard. Provided below is an incomplete list of considerations:</p> <ul style="list-style-type: none"> <li>• complete required online training in the portal (e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA))</li> <li>• preparation, planning and marking</li> <li>• review school/site-based policies and procedures</li> <li>• review school board policies and administrative procedures (<a href="http://www.bhncdsb.ca">www.bhncdsb.ca</a>)</li> <li>• participate in an online collaboration for professional development</li> <li>• professional reading in a relevant subject area</li> <li>• review safety manuals and safety procedures</li> <li>• work on your annual professional growth plan</li> </ul>



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## Administrative Procedure

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