



Inclement Weather

Board Received: February 23, 2015

Review Date: March 2019

Policy Statement:

The health and safety of all students and employees of the Grand Erie District School Board is a priority at all times. Therefore, inclement weather may occasionally result in the delay or cancellation of transportation services or the early dismissal of schools.

Accountability:

- 1. Frequency of Reports – As needed
- 2. Severity Threshold – As needed (Major accident, student injury/death, Lost instructional days beyond 5)
- 3. Criteria for Success – Safety issues addressed
 - Clear guidelines for transportation
 - Continued cost-effectiveness
 - Customer satisfaction enhanced
 - Clear communication present

A. Procedures for Cancellation of Transportation Service:

To minimize the disruption of service and possible danger on such days, the following procedures will apply.

- 1. **Safety**
 - a) Since determining “safety” under adverse weather conditions is difficult and at times subjective, principals will inform parents/guardians by letter, by the end of October, that it is the parent’s/guardian’s responsibility at all times to decide whether or not it is safe for their children to attend school, as they would at any other time.
 - b) The decision to cancel transportation services shall be made prior to 6:30 a.m., broadcast subscribed notification email, on local radio and television station(s) and posted on the Board website (granderie.ca) and social media **by 6:30 a.m. where possible.**
 - c) Delaying transportation shall be for two hours with a follow-up message by the end of the first hour of delay over the radio and television stating whether buses will be running or cancelled. **Such notice will also be posted on the Board website (granderie.ca), subscribed notification email and social media.**
- 2. **School Zones**
 - a) Weather conditions may require that transportation services be cancelled in specific zones. There will be four (4) zones comprised of the municipalities of Brant County, City of Brantford, Haldimand County, and Norfolk County. The letter to parents/guardians will inform them of the zone number and name that they are in. The cancelled zone name(s) will be broadcast on the local radio, television station(s), and posted on the Board’s website. School names will not be announced. The weather may cause more than one zone to be affected.
 - b) The zone numbers and names with the school names are listed in Appendix ‘A’.

3. Early Dismissal for Inclement Weather

- a) 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 broadcast over local radio and television station(s) and posted on the Board website (granderie.ca).
- b) When it is necessary to dismiss early, parents/guardians (or alternate emergency contacts) of students in grades JK to 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. Elementary schools will be responsible for developing an appropriate process for early dismissal.

4. Cancellation or Alteration of Transportation Services

- a) Student Transportation Services Brant Haldimand Norfolk (STSBHN) Manager shall gather information on road and weather conditions from various sources and contacts and discuss conditions with the Superintendent of Business. The decision to cancel services will be made by the Superintendent of Business and the STSBHN Manager.
- b) The decision to cancel or alter transportation services shall be broadcast on local radio and television station(s) and posted on the Board website (granderie.ca)
- c) When buses are delayed due to fog, schools will be open.
- d) When transportation is cancelled (by zone), the following shall apply:
 - i) All schools and facilities within the identified zone(s) will be closed to students and staff.
 - ii) All training sessions within the jurisdiction of the Board will be cancelled.
 - iii) If a bus travels through other inclement weather zones during the normal course of its route to take students to school, the bus route will not operate on inclement weather bus cancellation days. Transportation shall not be supplied for students attending schools outside the zone. If buses are cancelled only for a specific zone(s), anyone living in one of the cancelled zones would not have Board provided transportation, even if the school they attend is in a different zone and is open.
 - iv) Students living in a zone where transportation has not been cancelled will not be transported into a zone where transportation has been cancelled.
 - v) When morning transportation has been cancelled, all transportation shall be considered cancelled for the day.
- (e) STSBHN will make its own assessment of travel conditions for routes that travel outside of the Boards area into neighbouring jurisdictions (i.e. Oxford County) and communicate any cancellations for these routes. The decision to cancel transportation by an adjacent board does not pertain to Grand Erie District School Board routes.

B. Procedures for Board Employees

1. When school transportation is cancelled (by zone), the facilities within the designated zone(s) will be closed to students and staff.
2. When transportation is not cancelled within the zone in which an employee works, the following shall apply:
 - a) An employee is expected to make reasonable efforts to reach their normal place of employment, using safety and common sense as the guiding criteria.
 - b) If an employee is unable to reach their normal place of employment, a Leave of Absence request for ‘Hazardous Weather’, with an explanation must be submitted to the Director of Education or designate, for consideration.
3. All personnel that work the afternoon/night shift shall call into the Facility Services office at least two hours prior to the start of their shift to obtain direction on reporting to work.

4. All employees are required to listen to the radio or check the Board's website for cancellation information.
5. Long-term occasional teachers will not attend closed schools (but will be paid according to the per diem rate)
6. When transportation is cancelled in any of the four zones, all scheduled training sessions for staff will be cancelled for the entire system.

APPENDIX A

ZONES	SCHOOL	SCHOOL
ZONE 1 Norfolk County	Boston PS Bloomsburg Courtland Delhi PS Elgin Avenue Houghton Lakewood Langton Lynndale Heights Port Rowan Teeterville Walsh	Waterford Public School West Lynn Delhi District SS GELA – Simcoe Simcoe Composite SS Sprucedale SS Valley Heights SS Waterford District HS Norfolk School Support Centre
ZONE 2 Haldimand County	Anna Melick Caledonia Centennial Fairview Avenue Grandview Central Hagersville ES Jarvis PS J.L. Mitchener Oneida Central Rainham Central River Heights	Seneca Central Thompson Creek Walpole North Cayuga SS Dunnville SS GELA - Dunnville Hagersville SS McKinnon Park SS Haldimand School Support Centre
ZONE 3 Brant County	Burford District ES Cobblestone ES Glen Morris Mt. Pleasant North Ward Oakland-Scotland	Paris Central St. George-German Onondaga-Brant Paris District HS
ZONE 4 Brantford	Agnes Hodge Banbury Heights Bellview Branlyn Community Brier Park Cedarland Centennial-Grand Woodlands Central Dufferin Echo Place Ecole Fairview Graham Bell-Victoria Grandview Greenbrier James Hillier	Joseph Brant Learning Centre King George Lansdowne-Costain Major Ballachey Prince Charles Princess Elizabeth Russell Reid Ryerson Heights Woodman-Cainsville Walter Gretzky Elementary Brantford CI&VS GELA- City Centre GELA – Rawdon St./F.C. Bodley Pauline Johnson CVS North Park CVS Tollgate Tech. SC Teacher Resource Centre Education Centre