

EMERGENCY CLOSING OF SCHOOLS / INCLEMENT WEATHER

Background

Every reasonable effort is to be made to hold school on the days stipulated in the annual school calendar. When the weather poses a significant safety concern for the welfare of students, bus route service may be cancelled and /or schools may be closed. The Division supports the decision of parents who choose not to send their children to school, or to ride a school bus, because of safety concerns during severe weather.

Procedures

1. When severe or inclement weather exists, the bus driver shall make a decision about whether or not it is safe to transport students. If the bus driver deems it unsafe to operate his/her bus, the driver/ contractor shall:
 - 1.1 Notify by 6:45 a.m. the Principal and the Supervisor of Transportation.
 - 1.2 Notify the parents of all students on the bus route. A phone fan-out may be used to facilitate the rapid dissemination of the announcement.
 - 1.3 If all bus drivers who serve a particular school cancel the routes, one driver acting on behalf of all shall contact the Principal.
2. The Principal is responsible to notify the Superintendent of the bus route closures which affect his/her school.
3. Schools are expected to remain open with staff in attendance for those students who are able to attend even if a bus route, several routes, or all routes affecting the school, do not run, unless otherwise authorized by the Superintendent.
4. If the Superintendent authorizes the Principal to announce a school closure due to severe weather, the inability of most or all buses to serve the students, and the inability of staff to reach the school in reasonably safe traveling conditions, provision shall be made by the Principal to ensure that students who arrive at the school have access to the facility and supervision until alternative arrangements can be made with the parent(s). If more than one school in an area is affected by the severe weather, the Principals in the area may consult with one another regarding the closure of schools within the affected area. One Principal, acting on behalf of the group of Principals, will contact the Superintendent for authorization to close the affected schools.
5. In situations where severe weather conditions occur or weather conditions have deteriorated after the students have been transported to school, no school bus shall transport students home until the regular dismissal time.
6. If the conditions are such that it is not safe for the buses to take rural students home, it is the responsibility of the Principal and staff to alert parents to the situation, and where necessary, to arrange for local billeting of students and /or their accommodation at the school. Schools are to obtain emergency contact numbers and alternative emergency contacts and billets for students at the time of registration.
7. If school staff are unable to reach the school because of severe, inclement weather resulting in impassable or dangerous road conditions, the staff member will incur no loss of pay. The staff member must notify the Principal. When the Principal is aware of severe weather which may pose a significant danger to staff, he/she may contact staff to advise them of the dangerous conditions and that travel to school is not required.

8. In the event of a school plant emergency which may be related or unrelated to weather conditions, a school closure may be announced. This decision is made by the Principal in consultation with the Superintendent.
9. Each Principal shall have a communication plan to inform parents, students, and staff in the event of a school closure. The communication plan, which may include a fan out telephone system, must include provisions for communicating with those who are normally transported by school bus services and those who are not. The communication plan shall describe a process for ensuring that public service messages about school closures are broadcast on local radio stations. Principals are advised to communicate this administrative procedure to parents through the school handbook, newsletters, or announcements.

Phone List – Updated Nov 2012

Name	Phone Number	Website Address
Country 105 QR 77	262-6397	www.country105.com www.qr77.com
Q107	264-1073	www.q107fm.ca
CBC	521-6200	Tweet information
Lite 95.9	240-9696	www.lite959.com
Jack FM	250-9797 or 403-263-5225	www.jackfm.ca
660 news	291-0000 (main switchboard)	www.660news.com
Global	1-877-307-1999	www.globaltv.com
Am 1060	240-5800	www.classiccountryam1060.com
CJ 92		www.cjay92.com
Vibe 985		www.calgary.virginradio.ca
Q91	823-3384	www.q91country.com
City TV	508-3305 508-3333	Andrea Lawrence www.btcalgary.ca

Reference: Section 57, 60, 61, School Act
Employment Standards Act