



Emergency Closing of Schools

Administrative Procedure 8.060

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference:

Date Adopted: June, 2012

Date Amended: January, 2018; Jan, 2023

Date Reviewed: March, 2018; Jan, 2021

The Superintendent is authorized to cancel transportation, or to close the District schools, or to dismiss students and staff early, in the event of hazardous weather conditions and/or other emergencies which may adversely affect the physical safety or well-being of the students and staff.

In the event of any other emergency (e.g., water supply failure, heating system failure) where only a single school is affected, then only the affected school shall be closed. The principal will consult with the Superintendent who is authorized by the Board to cancel the affected school in such a circumstance.

In the event of schools being closed because of adverse weather conditions or other emergency, employees will be required to report to work to receive direction from their supervisor, unless travel is not recommended by R.C.M.P or Department of Highways. (Section 7.09 of Collective Agreement). Employees are required to be at the school to redirect students back home should they come to school without hearing the school closure announcement. Parents/guardians will be notified. Students will remain in the care of SDML employees until a parent/guardian is contacted and arrangements are made to have the student safely returned to their parents. Staff will remain at the school until directed otherwise by their immediate supervisor.

The procedure for determining whether transportation is to be canceled or schools are to be closed due to adverse weather or road conditions is outlined as follows:

Regulations - Emergency Closing of Schools

1. Cold Weather:

Temperature colder than -30°C wind-chill will dictate indoor recess for all early/middle year students. Temperature up to and including -30°C will be at discretion of Principal to dictate indoor/outdoor recess.

2. Hazardous Weather/Road Conditions for the Paint Lake Bus:

Any adverse weather, road conditions and other emergency situations, Frontier School Division will be responsible for deciding whether buses will be running.

3. Employees:

Employees (substitutes excluded) shall not suffer a loss in pay as a result of school closures.

All substitute teachers who were booked to work on a day when a full school day has been cancelled will not be paid for the day unless they have been substituting for the same person for a minimum of four days immediately prior to the school closure and were expected to be there the day of the closure. Substitute teachers who reported to work and then schools were closed will receive a half days pay, as per Article 6(c) of the TTA Collective Agreement.

All other substitutes (i.e.: Educational Assistants and Clerical) are considered casual and there was no work for them on that day. If they reported to work for the morning session and schools were closed, they will be paid for the morning. If they have reported to work for the afternoon session and schools were closed, they will be paid for the afternoon.

Hours and Responsibilities for Employees

When schools have been cancelled due to circumstances as outlined in the Emergency Closing of Schools administrative procedure 8.60, Principals must ensure that they or their designate is in attendance at their school during the time that students would normally be reporting. School Principals and or their designate are to adhere to Workplace Safety and Health Administrative Procedure 8.160-i, Appendix 3.

Employees are responsible for reporting any facilities issues affecting the school (i.e. flooding, heat loss) and ensuring the safety of students should they arrive at school without prior knowledge of school closure.

Core hours for the attendance of an employee are as follows:

- 8:30 am - 10:00 am
- 12:30 pm - 1:30 pm

Times may be adjusted at the discretion of the Principal.

4. Leaves:

All leaves, requested prior to the declaration of a school closure shall stand. (i.e. personal leave, extra-curricular, medical, sick etc.)

5. Work Location:

When no SDML facilities are accessible, it is the expectation that employees will work from home.

When a specific location(s) is closed, employees will be reassigned as circumstances warrant. (i.e. time of day, duration of closure, notice provided prior to closure, etc.). The School Principal will be responsible for reassignment of school staff to another work location.