



Northeastern Catholic District School Board

INCLEMENT WEATHER

Administrative Procedure Number: APE035

POLICY STATEMENT

- 1.4 Cancellations are for the entire day, unless otherwise communicated.
- 1.5 Routes cancelled in the morning will not operate in the afternoon and anticipated severe afternoon weather, based on reports from Environment Canada, may necessitate cancellations in the morning.
- 1.6 The Director of Education or designate may decide to dismiss students because of inclement weather.

2.0 CANCELLATION OF SCHOOL BUS TRANSPORTATION BEFORE 7:00 A.M. (EXCEPT BBS)

- 2.1 School bus operators who service the area(s) affected by the inclement weather will communicate with each other. The designated operator will contact the Transportation Supervisor or designate with their recommendation.
- 2.2 When a decision is made to cancel transportation, then the Transportation Supervisor or designate, will place a notification of all bus cancellations on the website prior to 7:00 a.m., <https://busplannerweb.neobus.ca/Alerts>. This will include/mean:
 - i) School buses are cancelled for the three district school boards in the North East Tri-Board Transportation Services, specifying areas/zones affected, companies involved, and where appropriate, the individual schools it pertains to and companies involved;
 - ii) School will remain open; and
 - iii) It is the responsibility of the parent/guardian to determine whether or not it is safe for a student to leave for school at any time particularly when severe weather conditions prevail. It is the responsibility of the parent/guardian to get the student to and from school.
- 2.3 The link will also appear on the NCDSB website.
- 2.4 The Tri-Board Transportation Consortium will inform the Director of Education, Principals and Superintendents by electronic notification.
- 2.5 Unless schools are declared closed when school bus services are cancelled, schools will be open to students attending at the discretion of their parents/guardians.
- 2.6 Where transportation services have been cancelled, the Principal or designate along with the custodial staff will ensure that the school building is opened by 8:30 a.m. to accommodate those students who arrive.
- 2.7 When regular attendance taking shows that a student is absent and the parents/guardians has not contacted the school, the parent/guardian will then be contacted to report the absence and confirm that the student is safe.

3.0 CANCELLATION OF SCHOOL BUS TRANSPORTATION – BISHOP BELLEAU SCHOOL

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Education and Director of Education shall be informed accordingly, and prior to communicating the decision with families.

4.0 CANCELLATION OF SCHOOL BUS TRANSPORTATION AFTER 9:00 A.M.

4.1 School bus operators who service the area(s) affected by the inclement weather will communicate with each other.

- iii) Alternative accommodations for those students with special education needs;
- iv) Names and telephone numbers of parents/guardians or of an alternate contact;
- v) Names of staff members to remain at school in the event that students are stranded overnight (where possible Principals will give due consideration to personal circumstances in determining who will remain at school);
- vi) Process to communicate School Emergency Plan with families early in the school year;
- vii) Special arrangements for students/families with whom communication is difficult.

6.2 In the event that a school must implement a School Emergency Plan, the Principal and staff are responsible for supervising all students until the end of the regular school day or until arrangements for the supervision of students have been made in accordance with the School Emergency Plan.

6.3 The School Emergency Plan will be shared with staff at least two times annually.

7.0 STAFF DUTY TO REPORT TO WORK

7.1 In the event that weather conditions make travel hazardous but the school remains open, staff members are expected to make every reasonable effort to report for duty at their respective place or work for the commencement of the regular school day or as soon as possible thereafter. Alternatively, the staff member will attempt to reach another school close to their residence. The staff member shall report to their principal, manager or supervisor, a delay in arrival or a decision to report to an alternate school as soon as reasonably possible. There will be no loss of pay for a delayed arrival at a school.

- i) The responsibility for determining reasonable effort rests with the Principal, Manager, or Supervisor, and will take into consideration prevailing overall weather and road conditions.
- ii) The NCDSB recognizes that there may be extenuating circumstances (i.e. road closures) affecting a staff member's ability to report to work. In such a case, the Principal, Manager or Supervisor shall consult with the Manager of Human Resources. Where it is determined that it was impossible for the staff member to report to work, the staff member shall be compensated for the time lost. The staff member shall be compensated for the time lost at the rate of their regular salary for the time lost.

7.4 Where it is necessary for schools to dismiss students early because of inclement