

Strait Regional School Board



Excellence in Lifelong Learning

School Cancellation Procedures Due to Extreme Weather Conditions



Revised January, 2018

**School Cancellation Procedures
Due to Extreme Weather/Road Conditions
Procedural Guidelines**

The safety of students and staff is the primary consideration in the decision to cancel classes or bus routes.

The decision is made by the Superintendent of Schools after review of all available information provided by the Director of Operations. It is a decision that is taken very seriously.

To make early morning decisions regarding the effect of poor weather/road conditions on school bus service, it is imperative that reliable information is received in a timely manner. The Manager of Transportation gathers information by speaking to Transportation Infrastructure Renewal officials, checking weather forecasting services and calling designated contacts. A decision will be made and announcements will be broadcast over local radio stations and posted on the Strait Regional School Board web site (www.srsb.ca) prior to 6:30 a.m.

The decision-making process will be done in accordance with the following five phases:

Phase I

CANCELLATION OF A BUS RUN OR RUNS

Where conditions are such that specific road or roads are not safe for school bus travel, a bus run or runs may be cancelled. These conditions will include:

High Winds:

Where winds reach a sustained level of 80 km per hour, or are experiencing gusts of 85 km per hour or greater during bus travel times, a bus run or runs serving the affected roads shall be cancelled. Forecasting shall be closely monitored where winds are expected to approach those levels. An announcement shall be made prior to 6:30 a.m. indicating that an individual bus run or runs shall be cancelled.

Particular attention shall be given to the Canso Causeway where travel restrictions are in place and the Cabot Trail from Margaree Harbour to Pleasant Bay which is subjected to the Les Suetes wind weather effect.

Road Obstructions:

Where weather conditions cause physical damage to a road, such as washouts, bridge damage or downed power lines, a bus run or runs serving that area may be cancelled.

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Phase II

CANCELLATION OF BUS SERVICE ON UNPAVED ROADS

If it is determined that driving conditions are unsafe for travel on unpaved roads, electronic notification will be communicated to radio stations, Strait Regional School Board web site and to Board staff. The announcement will indicate that: individual bus runs, busses servicing a county or all busses will be ***“traveling on paved roads only”***.

Phase III

CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

If it is determined that driving conditions are too dangerous on roads for the safe transportation of students, the Director of Operations will contact the Superintendent of Schools or Designate prior to 6:30 a.m., an electronic communication will be issued. The announcements requested shall indicate ***“classes are cancelled at the following schools”***.

Phase IV

DELAYED OPENING OF SCHOOLS

On days where conditions are such that it is not safe to open a school or schools at the regularly scheduled time, however, it is predicted that conditions will improve, a “2 hour delayed opening may be announced”. Delayed openings may be considered when an extreme weather event has concluded but snow clearing or other operations require additional time. It may also be considered where physical plant or utility (power, water) issues are being addressed but additional time is required to prepare the facility for opening.

The following conditions will apply:

1. School opening will be delayed 2 hours. If the opening time is normally 8:30 a.m., the delayed opening will be 10:30 a.m.
2. School bus pick up times will be delayed 2 hours. If a regular bus pick up time is 7:30 a.m., the delayed pick up time will be 9:30 a.m.
3. Each school will alter morning schedules to best address their time tables.
4. Lunch times will not change.
5. Afternoon class schedules will remain the same.
6. Dismissal time will not change.
7. When a system-wide delayed opening due to weather is announced, professional development scheduled for that day will be cancelled.

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The decision for a delayed opening will occur before 6:30 a.m. and state **“school opening and bus pick up times will be delayed by 2 hours”**. The announcement may apply to a school, group of schools or all schools.

Phase V

EARLY DISMISSAL

PREDICTED AND DETERIORATING WEATHER/ROAD CONDITIONS DURING THE DAY

Predicted extreme weather and deteriorating conditions shall be monitored closely by the Operations Department. Should the situation dictate, a recommendation from the Director of Operations will be made to the Superintendent of Schools to dismiss students early. Announcements for early dismissals, based on predicted extreme weather, may be made in the early morning or during the day, **but not later than 12:00 p.m. except under emergency situations**. A minimum of “one hour’s” notice to parents is required for early dismissal. Schools shall utilize their *parent notification system* for P to 6 students.

Phase VI

PARTIAL OR COMPLETE SYSTEM SHUT DOWN/SCHOOLS AND BUILDINGS CLOSED

If either through our early morning reporting system and/or as a result of monitoring predicted severe weather conditions, it is determined that travel is unsafe for students and employees alike, the Superintendent of Schools or Designate may initiate a system shut down or indicate schools and buildings are closed. For early morning communications, this announcement will normally be made prior to 6:30 a.m. The announcement shall indicate a **“System Shutdown - All schools and buildings are closed”**.

| TELEPHONE CONTACTS | |
|---|--|
| Transportation Department/Operations Dispatch | 902-747-3642 6:30 a.m. to 4:30 p.m. |
| Manager of Transportation | Kevin Pierce 902-747-3642/3645 |
| Director of Operations | Paul Landry 902-747-3647 |

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The following points of clarification are provided:

1. All communications with radio stations will be made through the Board's Transportation Department.
2. Cancellation of A.M. bus service also means cancellation of P.M. bus service.
3. Parents/guardians who choose to drive their children to school when bus service is cancelled are responsible to arrange transportation home in the afternoon.
4. When classes are cancelled, unless notified otherwise, CUPE employees except as outlined in the collective agreement with CUPE Local 955 under Article 16.1 (a) "*All Employees, except Bus Drivers, Drivers with additional duties, Teacher Assistants, and Student Support Workers who provide service to the affected schools, will attend work and perform their regular duties unless approval is granted by their supervisors for the Employee to take the day off with pay*", should report to their assignments. **If in doubt, the employee should consult with his/her immediate supervisor.**
5. Teaching staff and all School Administration are **not** required to report to school when classes are cancelled.
6. When there is a partial or complete system shutdown, or when schools and buildings are closed, all employees who work in the affected work sites will **not** be required to report to work.
7. Employees who regularly work in the Regional Office (s) are required to report to work except in cases where such locations are closed due to inclement weather. If there is a delay in the opening of Regional Office (s), an electronic notification will be communicated on the cancellation page of the Board website.
8. Regional and school-based staff who find they are unable to report to their workplace due to localized inclement weather or road conditions must contact their immediate supervisor and/or school principal as early in the day as possible.
9. Drivers who initiate a cancellation of their bus run shall be required to complete the attached **Cancellation of Bus Run Report.**
10. If there is a Board-wide cancellation of classes, the professional development day is cancelled.
11. If there is a cancellation in a certain geographic area and the professional development day is for teaching staff, the Director of Programs and Student Services shall make a decision on whether or not to continue with the event.

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12. For greater certainty, cancellations related to professional development events will be communicated via local radio stations and posted on the cancellation page of the Board website.
13. When classes are cancelled at a school, evening activities at the school site are also cancelled.

CANCELLATION OF BUS RUN REPORT

Drivers Name: _____

Bus Run: _____

Bus #: _____

Date of Cancellation: _____

Time Run Canceled: _____

Contact Made With: _____

Contact Made At (time): _____

Weather Conditions: _____

Road Conditions: _____

Method of Determining Road Conditions: _____

Signature

Date

**This report is to be submitted (faxed) to the Manager of Transportation
within 24 hours of the cancellation. Fax # 902-747-3654.**