



**INCLEMENT WEATHER SCHOOL CLOSURE DUE TO ADVERSE WEATHER
CONDITIONS/EMERGENCIES**

If, as a result of inclement weather or other emergencies, it becomes necessary to close a school(s), alter the opening or closing hours of a school(s), or change the operating schedule of school buses, a public announcement regarding the situation will be made over our local radio station, posted on the division website and social media pages.

If a school(s) is closed, all school-sponsored activities and public utilization of school facilities will automatically be canceled or postponed until the school is officially re-opened. This includes all extra-curricular activities, including social events, sports events at home or away, club meetings, and community school programs.

If the buses are not running, all school-sponsored activities will automatically be canceled or postponed. This includes all extra-curricular activities, including social events, sports events at home or away, club meetings, and community school programs.

I. GUIDELINES FOR STAFF MEMBERS

As Per Article 5.04 MTS Collective Agreement for Professional Staff:

5.04 INCLEMENT WEATHER

1. Each School Division will have an Inclement Weather Procedure that outlines divisional work expectations for Teachers during inclement weather.
2. Where a School Division closes a school(s) due to inclement weather, a Teacher shall not be required to report to the worksite and not suffer a reduction in salary.

The following guidelines outline the expectations and procedures of the Division regarding days when the weather or road conditions are adverse:

1. The Division expects each staff member to be at work unless their school or work location has been officially closed.
2. Announcements regarding school closures will be posted on the divisional website and social media pages and announced on the local radio station.

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3. Professional Staff Members: If the school is open and a staff member is unable to report to work, they will notify their Principal or Direct Supervisor, and they will enter into CIMS one of the following for their leave:
 - Paid Personal Day (Article 7.07 of the MTS Collective Agreement)
 - Extra-Curricular Day if available (Article 6.04 of the MTS Collective Agreement)
 - Leave Without Pay

4. **CUPE STAFF MEMBERS:** If the school is open and a staff member is unable to report to work, they will notify their Principal or Direct Supervisor, and a request for Leave Without Pay or a Vacation Day (if available) will be entered into CIMS.

II. GUIDELINES FOR EACH SITUATION

A. A school (or schools) does/do not open:

1. The Superintendent of Schools, Supervisor of Operations, or designate contacts the local radio station, and the closure is posted on the divisional website and social media pages.
2. Students do not attend school.
3. Teachers, Administrative Assistants, and Education Assistants will not be expected to report to school.
4. Custodians and Principals shall report to work, if possible.

B. A school (or schools) close during the day:

1. The Superintendent of Schools, Supervisor of Operations, or designate contacts the local radio station, and the closure is posted on the divisional website and social media pages.
2. Students may be relocated to an alternative location or, if appropriate, sent home or to the pre-determined billet.
3. After students are sent home, the departure of the school staff is at the discretion of the Principal.
4. The Principal is to contact a Senior Administrative staff member before leaving the school.

C. Schools open - buses not operating a.m. and p.m.:

1. The Superintendent of Schools, Supervisor of Operations, or designate contacts the local radio station, and the closure is posted on the divisional website and social media pages.

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2. All staff members are to attend their place of employment or contact their Principal or immediate supervisor if they are not attending. If a staff member chooses not to attend, please enter the leave as outlined in Section II.
3. Rural students may attend school at the discretion of their parents.
4. City students are to attend school at the discretion of their parents.

D. Schools open - buses not operating p.m. only:

1. The Superintendent of Schools, Supervisor of Operations, or designate contacts the local radio station, and the closure is posted on the divisional website and social media pages.
2. Parents are contacted.
3. The Principal arranges alternate accommodations for transported (bus) students according to the pre-arranged billeting plan for each school.

E. Schools are open - buses run late a.m. or p.m.:

1. The information is posted on the divisional website and social media pages.

F. Buses depart - unable to complete p.m. run:

1. Bus Driver contacts the Supervisor of Operations or designate for direction, if possible.
2. Bus Driver will make students' safety the first consideration.
3. If it is necessary to return, students are to be taken to Portage Collegiate Institute, except for Oakville School students who are returned to Oakville School.
4. The Bus Driver will contact the Supervisor of Operations or designate and stay with the students until relieved.
5. The Supervisor of Operations will contact a member of the Senior Administrative staff, and the Emergency Plan will be implemented. The Superintendent will contact the School Board Chair.
6. If appropriate, the Superintendent of Schools or designate contacts with the local radio station with the details of the Emergency Plan.
7. The Supervisor of Operations or designate contacts the Principals of bus students. The Principals then go to PCI to support their students.

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