



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Business and Administrative Services  
• Inclement Weather

**Regulation Code:** BA-20.1  
**Policy Code Reference:** BA-20

**Regulation:** INCLEMENT WEATHER

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This administrative regulation is written in accordance with the guiding principles within Transportation and Human Resources policies.

During the course of the school year, it is recognized that from time to time, schools may need to respond to inclement weather emergencies.

It is the policy of the Board that schools shall be open and operational to accommodate students on all instructional days regardless of weather conditions, unless otherwise approved by the Director of Education, or designate.

#### **1. School Inclement Weather Plan**

Annually, each school shall develop and refine a school plan to address inclement weather emergencies. These procedures shall be shared with the school council and communicated to parent(s)/guardian(s).

1.1 The school's Inclement Weather Plan shall include the following:

- 1.1.1 copies of appropriate current Board policies and administrative regulations;
- 1.1.2 hard copy of current bus lists, route numbers, operators, and drivers;
- 1.1.3 updated student emergency contact information including alternate drop-off site and applicable telephone numbers if parent(s)/guardian(s) are not home;
- 1.1.4 sample newsletters or announcements to parent(s)/guardian(s) regarding actions in the event of inclement weather including local radio stations, phone numbers and website addresses;
- 1.1.5 for secondary students, the action to be taken in the event of cancellation of transportation on an examination day;
- 1.1.6 confirmation of arrangements for students who normally walk to/from school;
- 1.1.7 reminder to parent(s)/guardian(s) that if, in the event of a bus route cancellation, they transport their child to school in the morning they are responsible for transporting their child home at night;
- 1.1.8 a mechanism to address school procedures if the only staff on site due to inclement weather are non-teaching staff; and

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- 1.1.9 a mechanism to ensure staff coverage at school for the time equivalent to the completion of the last bus route.
- 1.2 The principal shall communicate protocols developed by the Board's Human Resource Services Department to staff (see item 4):
  - 1.2.1 responsibility to report to work or an alternate job site, and
  - 1.2.2 remuneration and/or impact on accrued sick days.
- 1.3 The Board recognizes the right of parent(s)/guardian(s) to use their discretion in addressing student attendance at school during inclement weather. In those situations where transportation is not provided for bus students due to inclement weather, and parent(s)/guardian(s) deliver their child to the school, the parent(s)/guardian(s) are responsible for the return transportation of the child.
- 1.4 The principal shall communicate to parent(s)/guardian(s) the procedures in the event of an individual bus route being cancelled, several bus routes being cancelled, and buses being brought in to transport children home before the end of the normal school day (see item 2).
- 1.5 It is expected that parent(s)/guardian(s) will provide and maintain necessary emergency information to assist the school in an appropriate response on behalf of their child to emergency inclement weather situations.

## **2. School Closures**

If, due to inclement weather, student transportation services are affected the following will occur:

- 2.1 In rare circumstances, the Director of Education may order schools closed due to extreme weather conditions, presenting hazardous conditions for transportation to/from school by any means for students and staff.
- 2.2 On such rare occasions when closures are considered, in general, this decision may be made either system wide or by established transportation zones, and include all Kawartha Pine Ridge District School Board workplaces within the designated area.
- 2.3 School closures will be announced no later than 6:30 a.m.
- 2.4 Communication of school closures will occur in the same manner as transportation cancellations. Primary communication will be through local media, through Board established communication tools (ie. Edsby, School Messenger, etc.) as well as all KPRDSB social media services.

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2.5 School daycares and Before and After school programs will be cancelled in the event of closures due to extreme weather conditions.

### **3. Transportation/Bus Cancellations During Inclement Weather**

If, due to inclement weather, student transportation services are affected the following will occur:

#### **3.1 Local**

For the morning bus run the decision to cancel an individual bus route is the responsibility of the bus operator. The operator will inform the appropriate radio station(s) and update the Student Transportation Services of Central Ontario (STSCO) website.

#### **3.2 Area**

An operator can elect to cancel all of the routes for a particular area. The operator will inform the appropriate radio station(s) and update the STSCO website.

#### **3.3 Regional**

Recommendations from operator(s) regarding regional cancellations will be communicated to STSCO in order that decisions can be made and communicated to the public. The operator(s) will inform the appropriate radio station(s) and update the STSCO website.

#### **3.4 System**

If all buses in the Board's jurisdiction are to be cancelled, the Chief Administrative Officer (CAO) of STSCO, or designate, shall approve and ensure that radio station(s) and the STSCO website be notified of these cancellations.

#### **3.5 Early Dismissals**

3.5.1 If an individual school is considering dismissing bus transported students, normally by 10:30 a.m., due to inclement weather, the principal shall consult with the CAO of STSCO, the appropriate superintendent and the Director of Education, or designate, prior to doing so. The principal shall ensure that any child who is unsure if there is a caregiver at home is aware of the alternate site to which they are to go. The principal shall record this data.

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3.5.2 Upon approval and subsequent notification by the school principal, STSCO shall notify the appropriate bus operator(s) to arrange transportation to return the students, in item 2.5.1 above, to their homes.

### 3.6 STSCO Website Notification

Notwithstanding the notification procedures set out in items 2.1, 2.2, 2.3, 2.4 and 2.5, STSCO shall be responsible for posting notification of bus cancellations and related inclement weather announcements on the STSCO website [Astsko.ca](http://Astsko.ca). Such notification shall be posted in a timely fashion prior to school opening.

3.7 In the event of extensive bus cancellations, school excursions, events or activities will be cancelled and rescheduled if possible. This should be done in consultation with the supervising superintendent. In all instances the safety of students, staff and families will be the first priority.

## 4. Area Radio Stations

Area radio stations through which specific route or entire school bus cancellations are reported will be reviewed and updated annually by STSCO.

## 5. Employee Responsibilities and Remuneration During Inclement Weather

While the decision as to whether or not to travel to work is a personal decision to be made by the employee, it is the expectation of the Board that employees will make a reasonable effort to report to work at their regular work location.

If, due to inclement weather, an employee is unable to report to their regular work location, the employee is expected to report to the closest alternate work location.

Administrative Regulation No. HR-6.1.1, Leave of Absence – Employee Responsibilities During Inclement Weather, addresses in detail alternate work locations, assignment of work at the alternate work location, notification of the employee's supervisor, approval of remuneration for absence due to inclement weather, and related matters.