

**WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD**

**SECTION: General School Administration**

**SUBSECTION: School Building Administration**

**POLICY: Inclement Weather Procedures**

**CODE: P.GSA.E.10**

The Wellington Catholic District School Board believes that the safety and well being of students and staff are of paramount importance. Since severe inclement weather can present significant risk to students and staff, the Board recognizes that individual schools, sites or the entire system may be closed or have its hours of operation altered by the director or designate during a period of severe inclement weather.

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**SUBSECTION: School Building Administration**

**REGULATIONS: Inclement Weather Procedures**

**CODE: R.GSA.E.10**

1. School/Site Inclement Weather Plan:
  - 1.1 It is the principal's or manager's responsibility to develop a School/Site Inclement Weather Plan. (See Appendix)
  - 1.2 The plan will be renewed and reviewed with staff each year prior to the end of September. Where appropriate it will be reviewed with students.
  - 1.3 The School/Site plan will be kept in an accessible location in the office and a copy will be filed with the superintendent by the end of September.
  - 1.4 The plan will include the following:
    - 1.4.1 this policy and its regulations
    - 1.4.2 procedures to alert staff, parents and /or students of closure, cancelled transportation, or delayed dismissal
    - 1.4.3 the duties and responsibilities of all staff during a system or school closure, delayed dismissal, or cancelled or delayed transportation
    - 1.4.4 process to address the safety of students who come to school despite closure
    - 1.4.5 the alternate workplace for each staff member when travel to the home school is deemed unsafe by the employee and public transit to the home school is not operating or available.
    - 1.4.6 a copy of telephone relays to be implemented
2. All Schools and Offices Closed and All Transportation Cancelled
  - 2.1 The system is shut down. All schools and Board offices are closed. All student transportation is cancelled. Students and staff are not expected to report to schools or workplace. The School/Site Inclement Weather Plan will outline how to direct students who come to school despite closure
3. All Schools Closed and Central Office Open
  - 3.1 The Board's Central Office will remain open when public transit is operating and roads and parking lots are accessible. Only in rare situations will Central Office be closed. Employees are to use personal discretion when deciding to attend work during severe inclement weather.
4. One or More Schools Closed and Transportation To These Schools Cancelled
  - 4.1 When an individual school, workplace or several schools are closed, all student to the closed schools is cancelled. Students and staff are not expected to report to their school or workplace.
  - 4.2 During a school closure, weather and road conditions may improve significantly during the course of the work day. If weather and road conditions do improve and employees can safely attend work, staff may attend an alternate location outlined in the School/Site Inclement Weather Plan.

5. Schools Open and All Transportation Cancelled
  - 5.1 When student transportation provided by the Board is cancelled, schools are open for all students. Parents of students who walk are advised to use discretion to ensure the student can reach the school safely. Staff report to their workplace as outlined in the School/Site Inclement Weather Plan.
6. Schools Open and Some Transportation Cancelled
  - 6.1 Student transportation to some schools is cancelled. Schools are open for all students. Parents of students who walk are advised to use discretion to ensure the student can reach the school safely. Staff report to their workplace as outlined in the School/Site Inclement Weather Plan.
7. Delayed Dismissal
  - 7.1 Elementary students are kept at the school until the principal determines it is safe to release them according to the School/Site Inclement Weather Plan. All student transportation is delayed. The principal can advise secondary students to stay at school. The principal at any school can request staff to stay after regular hours to ensure student safety at the school.
8. Attendance at Work When Employee Deems Journey Unsafe
  - 8.1 In severe inclement weather situations an employee at his or her discretion may decide that the journey to school or workplace presents unreasonable risk.
  - 8.2 The employee will inform the principal or manager of the decision not to attend. The absence will be recorded and an alternate work schedule arranged in consultation with the principal or manager. Plans for the alternate work schedule are to be detailed in the School/Site Inclement Weather Plan.
  - 8.3 The alternate work schedule may include:
    - 8.3.1 reporting to a closer school or workplace
    - 8.3.2 making up missed hours at another time
    - 8.3.3 accepting an unpaid day
    - 8.3.4 agreeing to other alternate work arrangements previously made with the principal or manager
  - 8.4 An employee who elects to report to a closer school or workplace (8.3.1) may exercise this option only when public transit is not available to take the employee to the regular workplace.
  - 8.5 An employee who resides beyond town or city limits should ensure that the journey to work is safe by listening to road reports broadcast on local radio stations. When staff are advised by the Ontario Provincial Police to refrain from travel, it is expected that the employee will inform the principal of his/her absence. The alternate workplan will be followed.
  - 8.6 Employees who are scheduled to work in two or more workplaces are advised to refrain from travel between workplaces in the event that a severe inclement weather situation exists and/or public transit is not operating.
9. Communications: General
  - 9.1 The Director or Director's designate will make the decision to close schools and worksites, or cancel transportation by 6:00 a.m.
  - 9.2 E-mails and a telephone relay system will be implemented to inform principals and managers of the decision to close schools and worksites or cancel transportation.

- 9.3 The Director or designate will post on the Board website, and notify the following radio stations of the decision to close schools and worksites or cancel transportation. 1460 AM CJOY, 106.1 FM CIMJ, 1090 AM CKKW, 105.3 KOOL FM CFCA, 570 AM CKGL, 96.7 FM CHYM, 920 AM.101.7 FM CKNX, 900 AM CHML, 95.3 FM CJXY, 102.9 FM CKLH, 92.9 FM CIZN, 1150 AM CKOC
- 9.4 A severe weather watch or a severe weather warning will be announced by radio and through e-mails, a telephone relay from the Director or designates.
- 9.5 During a severe weather watch, the schools and worksites remain open. School children are dismissed at the regular time with the instruction to go directly home.
- 9.6 During a severe weather warning students will be kept at the school under teacher supervision.
- 9.7 All other communications to parents and/or students as well as to staff affected by the decision will be determined through the School/Site Inclement Weather Plan.
- 9.8 The individual responsible for a school or workplace experiencing local severe inclement weather will contact the Director of the situation.

10. Communications: Inclement Weather Zones

- 10.1 North Wellington  
An announcement concerning North Wellington Schools will include these schools: St. Mary, Mount Forest and St. John, Arthur.
- 10.2 Centre Wellington and the Town of Erin  
An announcement concerning Centre Wellington Schools will include the following schools: St. Joseph, Fergus, St. Mary, Elora and St. John Brebeuf, Erin.
- 10.3 South Wellington and the City of Guelph  
An announcement concerning City of Guelph schools includes: Bishop Macdonell, Holy Rosary, Holy Trinity, Mary Phelan, Our Lady of Lourdes, Sacred Heart, St. Francis, St. James, St. John, St. Joseph, St. Michael, St. Patrick, St. Paul, St. Peter.
- 10.4 Board Offices  
An announcement concerning Board offices will refer to the following site:  
75 Woolwich Street
- 10.5 Continuing Education  
Cancellation of Continuing Education Courses will be made as a separate announcement.
- 10.6 International Languages  
Cancellation of International Language Programs will be made by the Supervisor of International Languages. The Supervisor will file a School/Site Inclement Weather Plan for each site.

## **DEFINITIONS**

### **INCLEMENT WEATHER**

Inclement weather is defined as a severe rain storm, strong winds, hail, tornado, fog, snow storm or freezing rain considered serious enough to jeopardize the safety of students and staff on their journey to or from school or worksite.

### **SEVERE WEATHER WATCH**

A severe weather watch will be interpreted as inclement weather which may occur during the six hour period after the watch is first announced.

### **SEVERE WEATHER WARNING**

A severe weather warning means that inclement weather is occurring, imminent or will occur within the hour.



**INCLEMENT WEATHER PLAN: PART B**

**ALTERNATE WORK ARRANGEMENTS:  
in case of Severe Inclement Weather**

The policy on Inclement Weather Procedures [G.S.A. E. 10] , states that;

- *“In severe inclement weather situations an employee at his or her discretion may decide that the journey to school or workplace presents unreasonable risk.” (8.1)*
- *“The employee will inform the principal or manager of the decision not to attend. The absence will be recorded and an alternate work schedule arranged in consultation with the principal or manager. Plans for the alternate work schedule are to be detailed in the School/Site Inclement Weather Plan.”(8.2)*
- *“An employee who elects to report to a closer school or workplace (8.3.1) may exercise this option only when public transit is not available to take the employee to the regular workplace.*

Please complete this form and return it to the school principal by the end of October. If you live close enough to the school and don't feel that getting to the school will be an issue, simply write "Does Not Apply" and return your signed form.

Option #1: Report to the nearest WCDSB school: \_\_\_\_\_  
(name of school)

Upon arrival at the site, please indicate your presence to the school Principal.

Option #2\*: Making up missed hours at another time YES \_\_\_\_\_ NO \_\_\_\_\_

If "Yes" describe how missed hours will be made up.

\_\_\_\_\_  
\_\_\_\_\_

Option #3: Accepting an unpaid day YES \_\_\_\_\_ NO \_\_\_\_\_

Option #4\*: Agreeing with the principal/ manager to the following alternate work arrangements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please Note:*** *If you are selecting option #2 or #4 above - the staff member needs to discuss this with the Principal/Manager before submitting the form .*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_