



## **WEATHER CLOSURE OF SCHOOLS**

### **Background**

The district will try to keep schools open on every regular instructional day. Any decision to close schools for the safety of children will be made by the superintendent, or when absent, by the designate.

The district has responsibility under the School Act to provide education to its students while ensuring their health and safety, particularly as it relates to bus transportation.

### **Procedures**

#### **1. Decision to Close Schools**

- 1.1 The decision to close schools for the day, or delay their opening, will be made by the superintendent, or when absent by the designate, after consultation with the district's director of operations and/or head bus driver and municipal officials, as required.
- 1.2 Whenever possible, the decision of whether to close schools for the day will be made by 6:00 a.m.
- 1.3 Early dismissal decisions will be made by the principal in consultation with the superintendent and with consideration of student safety on their return trip home.

#### **2. Communication of Closure**

- 2.1 The district leadership team and school principals will be notified by an email and phone call.
- 2.2 Parents and members of the public will be informed of the closure decision through an alert notice on the top of the district's website ([www.sd72.bc.ca](http://www.sd72.bc.ca)) and all impacted school websites, the district's social media accounts and local news outlets.
- 2.3 The district will try to inform all district staff, including teachers teaching on call (TTOCs) and support staff of the closure through an email to their sd72.bc.ca email accounts.
- 2.4 Snow closure communications will be activated by the communications manager, or designate, no later than 7:00 a.m. If there is no alert notice on the district website by 7:00 a.m. schools will be in regular session.
- 2.5 The communications manager will ensure that effective notice of the closure communication procedure is given to parents and students annually.

#### **3. Expectations of Staff**

- 3.1 When schools, district-wide, are declared temporarily closed for the day due to weather non-necessary staff as deemed in this operational procedure, including afternoon shift custodians, are expected to stay home. No leave of absence is required to be submitted and staff will not be deducted pay for that day.

While non-necessary staff are expected to stay home, the district still reserves the right to require staff (except those on an approved scheduled absence) to work from home because they are being paid for the day. Staff should be available to their supervisor for the duration of their regularly scheduled work hours, should they be contacted.

- 3.2 Scheduled absences booked in advance of the district-wide weather closure day will remain unchanged for that day (regardless if cancelled or changed on the district-wide weather closure day or after the fact). Those booked absences will be subject to all applicable deductions as if it was a normal workday (i.e. – schools/unions will be billed, or employees' accruals/pay will be deducted per the reasons code used in the attendance management system for that day).
- 3.3 District or worksite closures cancel any previous casual or TTOC bookings. Casual employees and TTOCs are paid only for actual days or part days worked, they are not paid for days when schools are not in session. Exceptions are casual employees assigned to the snow crew (see Necessary Staff below).
- 3.4 Should a closure be necessary for multiple days, the district may reassign staff to work from home or online to continue to support students and student learning.
- 3.5 **Necessary Staff**
  - 3.5.1 Personnel assigned to the snow crew (per the director of operations), the head bus driver/leadhand mechanic, operations assistant, the HR help desk, the school board office receptionist, and payroll clerks (only when payroll coincides with a district-wide weather closure day) are necessary services. If safe for them to do so, they are requested to report to work or work from home, where the nature of their duties allows for it and it is mutually agreed upon between the employee and their supervisor.
  - 3.5.2 Personnel assigned to the snow crew (per the director of operations) will receive their regular pay and additional banked hours (at straight time) for each hour that they are working on snow removal. Each hour worked up to their assignment hours for that day outside of snow removal will be paid at their regular pay.
  - 3.5.3 Principals are expected to attend, if they can do so without undue risk to their safety, or to ensure that someone from their staff will be at the school to ensure the safety of any students who may report to school. Proximity from their home to the school and prevailing conditions should be considered in deciding who will attend the school.

#### 4. **After School Events and Facility Rentals**

- 4.1 After school events and scheduled facility rentals are to be cancelled on district-wide weather closure days as there will be no custodial, cartage or maintenance services. Facility rentals will be refunded or rescheduled.

Reference: Sections 20, 22, 65, 73, 85, 90 School Act

Cross Reference: OP 405 – Working Alone  
OP 505 – Rental and Use of School Facilities

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