



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
HAIDA GWAI**

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Inclement Weather Guidelines & Outages

Date: February 8, 2021

All schools will create and use three communication networks:

1. Based on student enrollment so that each family can be contacted;
2. Based on bus routes so that parents on a specific route can be contacted;
3. Staff.

A. HAZARDOUS ROAD CONDITIONS

1) School Buses:

- a. The Manager of Operations or bus driver in exceptional circumstances will recommend whether a bus route or all buses will not run because of inclement weather and/or hazardous road conditions.
- b. The Manager of Operations will notify the Superintendent or designate as soon as possible.
- c. The Superintendent or designate will notify the Principal(s) of the affected school(s) and the school/s' will notify parents/guardians through the appropriate communication network listed above.
- d. The local radio stations will be informed if any bus routes are disrupted due to weather conditions. As well, information regarding the bus service disruption will be posted on the school district's website and school/s' Facebook page when available.

2) Schools:

- a. The Superintendent or designate will determine if a school(s) will be closed. School closures will be one of two types: Schools may be closed to students only or schools may be closed to staff and students.
- b. The Superintendent or designate will notify Principal(s) of the affected school(s) and the school(s) will notify parents/guardians through the appropriate communication network listed above.
- c. The Superintendent or designate will notify the local radio station(s) if any school(s) are closed due to weather conditions. As well, information regarding the closure will be posted on the school district's website and school/s' Facebook page when available.

B. DETERIORATING WEATHER CONDITIONS

1. A Principal having concerns about local road conditions will contact the Superintendent and/or Secretary-Treasurer. If it is determined that the safety of students may be at risk due to regularly scheduled travel early dismissal procedures will be followed as per school protocols.
2. If the District becomes aware of impending hazardous road conditions, the Superintendent will notify the Principal as soon as information is received. If it is determined that the safety of students may be at risk due to regularly scheduled travel early dismissal procedures will be followed as per school protocols.
3. If a bus driver is unable to complete the normal bus run, they are expected to ensure the safety of students in their care. The driver will contact the Manager of Operations who will then contact the Principal of the school to ensure parents are notified.

C. STAFF RESPONSIBILITIES

1. In the event of a bus route closure or cancellation of student attendance, unless notified otherwise, all employees are expected to make every effort to report to work.
2. If the employee is not able to report to their own worksite, they should call their principal or supervisor and follow collective agreement articles below.
3. If the road or ferry is not closed, but the employee chooses to not travel, it will be considered a leave without pay for that day. Teachers will have deductions for this leave based on 1/200 of annual salary. The expectation is that the employee will attend the regular location of work.
4. In the event of a school closure, staff will be notified if they are not to report to work. Even when a school is closed to students and staff, some staff may be required to work to perform weather-related or emergency duties.

CUPE 15.12 Hazardous Road Conditions/Road Closures – On Island

An employee who is delayed in coming to work due to hazardous road conditions (including road closure) or has been advised not to report or who is sent home, shall not suffer loss of earnings for the day(s). In the event that a staff member is unable to report to their school that is open, that staff member will endeavour to report to the nearest school. Employees travelling on the ferry between Skidegate Landing and Alliford Bay are covered by this Article. When an employee reports to an alternate work site they shall be assigned duties within their regular classification.

HGTA Article D. 20 1. Regular Work for Teachers of the HGTA Collective Agreement;

D. 20 1. g. No teacher shall suffer loss of pay in the event of an emergency closure of a worksite or cancellation of student attendance.

D. 20 1. h. No teacher shall be required to report to work or remain at work in the event of an emergency closure.

E. EMPLOYEES PAY

1. If schools are open for students and/or staff, any employee not able to report to work will not be paid.

2. If a school(s) closure occurs regular staff will be paid as per usual.

F. POWER OUTAGE

1. If the power is out prior to school opening and does not appear that it will be on within two hours, school may be closed at the judgement of the Principal and the approval of the Superintendent or designate. Staff are expected to attend school unless instructed by the Principal or designate to stay home;
2. If students are at the school site under absolutely no circumstances shall staff leave the school before all students are accounted for and delivered to guardians;
3. If power is not expected to be turned on for at least 2 hours the Principal may decide to close the school for the am only, the pm only or the whole day.
4. If the power goes out during a custodial shift, custodians are required to remain on site for two (2) hours after contacting the Manager of Operations or designate. If after two hours the power remains off, custodians will go to an alternate worksite. If another site is not available, they will remain on call. If the power is restored within one hour of the end of their shift, they will return to their worksite.
5. **Where casual support staff is concerned**, the District shall follow Article 15.11 of the CUPE Collective Agreement;

15.11 Four Hour Minimum

(a) An employee starting work in any day and being sent home before completing four (4) hours work, shall be paid for four (4) hours at their regular rate of pay. In the event an employee reports for work but is sent home before commencing work, they shall be paid for two (2) hours at their regular rate, unless they were advised not to report to work.

(b) Clause (a) shall not apply to:

- (i) The classifications of Transportation Dispatcher, Bus Driver and Food Coordinators.
- (ii) Relief employees replacing the regular employee where the work that is being replaced is less than four (4) hours or the relief employee is only qualified for a part of the shift work.
- (iii) Other positions by mutual agreement.

G. WATER OUTAGE

1. A building without water shall be closed. However, staff may not leave until students have been discharged. The Principal may make a determination to stay open if the water is off for less than half an hour.
2. In all cases, the Principal shall contact the Superintendent of Schools or designate if the Superintendent is unavailable the Principal will contact the Manager of Operations.

H. ONGOING CLOSURES

In situations where a school has missed more than five days of school in the year due to unforeseen closures, the Principal will, in consultation with the Superintendent of Schools, determine the best course to reclaim missing instructional time.