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## AP – 4.20 GUIDELINES FOR INCLEMENT WEATHER AND POWER OUTAGES

### **PURPOSE**

This procedure ensures the safety and well-being of students, staff, and the community during inclement weather. It outlines the steps to be taken when severe conditions—such as heavy snow, high winds, extreme cold, or flooding—impact school operations. All schools will establish and use three communication networks to ensure timely updates and notifications:

### **COMMUNICATION NETWORKS**

To provide timely updates and notifications, all schools must maintain three communication networks:

1. **Student Enrollment Network** – to contact each family.
2. **Bus Route Network** – to contact parents/guardians on specific routes.
3. **Staff Network** – to contact all employees.

### **A. HAZARDOUS ROAD CONDITIONS**

#### **1) School Buses**

- a. The Manager of Operations—or, in exceptional circumstances, the bus driver—will recommend whether one or more bus routes will be canceled due to 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), who will then inform parents/guardians through the appropriate communication network (see above).
- d. Local radio stations will be informed of any bus service disruptions. Updates regarding bus service disruptions will also be posted on the School District's website and on the affected school(s)' Facebook page when possible.

#### **2) Schools**

- a. The Superintendent (or designate) will determine if a school or multiple schools will be closed. There are two types of closures:
  - **Closed to students only.**
  - **Closed to both staff and students.**
- b. The Superintendent (or designate) will notify the Principal(s) of any affected school(s), who will then inform parents/guardians through the established communication network.
- c. The Superintendent (or designate) will also notify local radio station(s) of any school closures. Additionally, information regarding such closures will be posted on the School District's website and on the school(s)' Facebook page when available.

### **B. DETERIORATING WEATHER CONDITIONS**

1. If a Principal has concerns about local road conditions, they will contact the Superintendent and/or Secretary-Treasurer. If it is determined that student safety may be at risk due to regularly scheduled travel, early dismissal procedures will follow the school's protocols.

2. If the District becomes aware of impending hazardous road conditions, the Superintendent will notify the Principal as soon as possible. If student safety may be at risk, early dismissal procedures will be enacted in accordance with school protocols.
3. If a bus driver is unable to complete a normal bus run, they must ensure the safety of all students on board. The driver will contact the Manager of Operations, who will in turn contact the Principal of the affected school to ensure parents/guardians are notified.

## **C. STAFF RESPONSIBILITIES**

1. In the event of a bus route closure or the cancellation of student attendance, unless otherwise notified, all employees are expected to make every effort to report to work.
2. If an employee cannot report to their usual worksite, they must call their Principal or supervisor and follow the collective agreement articles listed below.
3. If roads or ferries are not officially closed but an employee chooses not to travel, the absence is considered leave without pay for that day. Teachers will be docked 1/200 of their annual salary. The expectation is that employees attend their regular place of work.
4. If a school is closed, staff will be notified if they are not required to report. Even if a school is closed to students and staff, certain employees may still be needed for weather-related or emergency duties.

### **CUPE Article 15.12: Hazardous Road Conditions/Road Closures (On Island)**

*An employee delayed or advised not to report, or sent home due to hazardous road conditions (including road closures), shall not lose pay for the day(s). If a staff member cannot report to an open school, they will endeavor to report to the nearest school. If they do so, they will be assigned duties within their regular classification. Employees traveling on the ferry between Skidegate Landing and Alliford Bay are also covered by this article.*

### **HGTA Article D.20 1: Regular Work for Teachers**

- **D.20 1.g:** *No teacher shall suffer loss of pay in the event of an emergency closure or cancellation of student attendance.*
- **D.20 1.h:** *No teacher shall be required to report to or remain at work in the event of an emergency closure.*

## **D. EMPLOYEE PAY**

1. If schools remain open to students and/or staff, any employee who does not report to work will not be paid.
2. If a school closure occurs, regular staff will be paid as usual.

## **E. POWER OUTAGE**

1. If power is out before school opens and is not expected to return within two hours, the Principal—subject to the Superintendent's (or designate's) approval—may close the school. Staff are expected to attend unless instructed otherwise by the Principal or designate.
2. If students are already on site, under no circumstances may staff leave before all students are accounted for and safely released to their guardians.

3. If the power is not expected to return for at least two hours, the Principal may decide to close the school for the morning only, the afternoon only, or the entire day.
4. If power goes out during a custodial shift, custodians must remain on site for up to two (2) hours after notifying the Manager of Operations (or designate). If power remains off after two hours, custodians will relocate to an alternate worksite if available. If not, they remain on call. If power is restored within one hour of the end of their shift, custodians should return to their worksite.
5. For casual support staff, the District will 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) does not apply to:*
  - i. *Transportation Dispatcher, Bus Driver, and Food Coordinators.*
  - ii. *Relief employees replacing a regular employee where the original shift is less than four (4) hours, or the relief employee is only qualified for part of the shift.*
  - iii. *Other positions by mutual agreement.*

### **F. WATER OUTAGE**

1. A building without water shall be closed. However, staff must remain until all students have been safely dismissed. The Principal may keep the building open if the outage is less than 30 minutes.
2. The Principal shall contact the Superintendent of Schools (or designate). If the Superintendent is unavailable, the Principal will contact the Manager of Operations.

### **G. ONGOING CLOSURES**

If a school experiences more than five (5) days of closures in a single year due to unforeseen circumstances, the Principal, in consultation with the Superintendent, will determine the best approach to recover lost instructional time.