



Policy: Board Member – School Closure
Policy Number: CA
Policy Category: General School Administration

POLICY

The Hanover School Division Board of Trustees is committed to providing all students and staff with a safe and healthy work and learning environment.

Schools will be closed when weather and road conditions in HSD are such that it is not advisable to transport students via school buses or for staff to travel as determined by the following guidelines:

GUIDELINES

1. Full Closure Due to Weather & Road Conditions

Schools will be closed to all students on these days and staff will be assigned as follows:

School-based Positions

- Principals, teachers and clinicians are considered to be reassigned to work from home.
- Substitute teachers who were booked to work on a day when school has been cancelled will not be paid for that day unless they have been substituting for that same person for a minimum of three (3) consecutive days already immediately before the school closure day and were expected to be there the day school was closed.
- School support staff (Educational Assistants, Secretaries, Library Clerks, SRSS Assistant Cook, and SRSS cashier) are not required to come to work. On this type of day, they will be paid even though they are not required to come in to work.
- All noon supervisors, spare educational assistants, spare custodial assistants, spare school bus drivers, or other spare support staff will not be paid on a day that school has been closed for safety reasons. Spare educational assistants, spare custodial assistants, and spare school bus drivers who have substituted for the same person for a minimum of three (3) consecutive days already immediately before the school closure day and were expected to be there the day school was closed, will be paid for that day as if they worked their normal shift.
- School buses will not be operating on these days, therefore school bus drivers will not work these days but will continue to get paid according to contract.
- Head Custodians, Assistant Head Custodians, Custodians, and Custodial Assistants will not be required to report to work, but will get paid their regular wage for this school closure day.

Division Administration

- Division non-clerical support staff (facilities warehouse and maintenance, bus garage staff) are not required to report but will be paid for that day as if they worked their normal shift.
- Division Administrative and office support staff (Division Office, Transportation Office, Facilities Office and Student Services Office staff) will not be required to work and they will be paid for that day as if they worked their normal shift.
- If possible and safe to do so, a local Division Office Administrator will attend at the Division Office to answer public enquiries, but the office will remain closed to the public.

Rentals

Rentals, scheduled events at the school and all extra-curricular trips will be cancelled.

- All rentals of our school facilities will be cancelled on these days. The only exception to this will be for a major event, which has been planned and advertised extensively for a long period of time before this date, and which cannot be cancelled on short notice or rescheduled without major inconvenience and cost. Such events will be allowed to use the intended facility and custodial staff and other supports necessary for the event to take place will be provided.
- If during the course of the day weather conditions are such that schools need to be closed, the Superintendent, Director of Transportation and Board Chair, will make and communicate the decision to close schools by 3:00 PM. Schools will be closed at 4:30 PM and all evening activities will be cancelled. Evening cleaning staffs are not required to come in to work.

2. **Partial School Closure Due to Extreme Cold**

- The division will close for **cold weather** reasons when the temperature at the Environment Canada weather station in Kleefeld at 6:00 AM is at **minus 35 degrees Celsius or colder or is experiencing a wind chill of minus 45 degrees Celsius or colder.**
- Consideration to close schools may also be given if either the temperature or the wind-chill significantly surpasses these levels, or there are other extenuating circumstances as determined by the Superintendent, Director of Transportation and Board Chair.
- Schools will not be open to **students** on these days.
- Division, Transportation, Facilities (warehouse and maintenance) and Student Services offices will remain open. All employees will be expected to attend work.
- All renters of our school facilities will be given the option of cancelling their rental on these days, but they will have the opportunity to use the facility if so desired.
- School buses will not be operating on these days, therefore school bus drivers will not work these days but will continue to get paid according to contract.

- Spare school bus drivers who have substituted for the same person for a minimum of three (3) consecutive days already immediately before the school closure day and were expected to work the day school was closed, will be paid for that day as if they worked their normal shift.
- All teaching and support staff except school bus drivers will be expected to work their regular shift at their designated place of work.
- As per the most recent contract, Educational Assistants will not report to work and this will be an unpaid day.

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