



Policy: Board Member - School Closure

Policy Number: CA

Policy Type: 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, clinicians, are considered to be reassigned to work from home.
- Substitute teachers, who were booked to work on a day when school has been closed for safety reasons will not be paid for that day unless in the event of a late school closure the substitute teacher has already arrived for duty in which case they will be paid for the day in accordance with 9.04 of the MTS Collective Agreement. Noon supervisors, spare educational assistants, spare custodial assistants, spare bus drivers, or other spare support staff who were booked to work on a day when school has been closed for safety reasons will not be paid for that day unless in the event of a late school closure the employee has already arrived for duty in which case they will be paid three (3) hours in accordance with employment standards. School support staff (Secretaries, Library Clerks, SRSS Assistant Cook, and SRSS Cashier) are not required to report but will be paid for that day as if they worked their normal shift.
- Educational Assistants who signed up to participate in online Professional Development from home on school closure days will need to complete the PD within 7 days and submit the certificate to student services to receive pay for the day. EA intention forms must be completed and submitted to the Division by September 15 of each school year. EAs who opted not to participate in online PD on school closure days will not need to complete the PD and will not be paid for the day.
- School bus drivers are not required to report as school buses will not be operating on these days, but will continue to get paid according to Collective Agreement.
- 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. Employees who were already at their job site prior to the closure announcement will be paid an additional \$75.00 as recognition for showing up for work in accordance with 8.03 e of the collective agreement.

Division Administration

- Division Administration, office support staff (Division Office, Transportation Office, Facilities Office and Student Services), and non-clerical support staff (facilities warehouse and maintenance, bus garage staff)

are not required to report to work and will be paid for that day as if they worked their normal shift. Staff with the ability to work from home will be reassigned to work from home.

- 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.

2. Partial School Closure Due to Extreme Cold

- Schools in the division will be closed to students 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.** Schools remain open to staff and visitors on cold days.
- Consideration to close schools may also be given in extenuating circumstances as determined by the Superintendent, Director of Transportation and Board Chair.
- Schools will **NOT** be open to **students** on partial closure days.
- Division, Transportation, Facilities (warehouse and maintenance) and Student Services offices will remain open. All employees will be expected to attend work.
- School bus drivers are not required to report as school buses will not be operating on these days, but will continue to get paid according to the Collective Agreement.
- 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.
- Substitute teachers are not required to report to work and will not be paid.
- All teaching and support staff except school bus drivers and substitute teachers will be expected to work their regular shift at their designated place of work.
- Educational Assistants will be expected to report to work at their assigned location, be requested to attend an alternate location or be assigned remote duties if they signed up to work on partial closure days. EA's that opted out will remain at home and will not be paid for the day.

3. Rentals

Rentals, scheduled events at the school and all extra-curricular trips will be considered on an individual basis, depending on the severity of the weather conditions:

- Events which have 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, 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 conditions improve, a decision can be made by the Superintendent (or designate) to allow the event to proceed.
- When the closure is solely due to extreme cold, all renters will be given the option of cancelling on these days, but will have the opportunity to use the facility if so desired.
- 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 2:30. 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.

Date Policy Created:	February 20, 2007
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Reference(s):	
Related Forms:	