Sunrise School Division

Divisional Procedure **Divisional Policy Number - 6100 (Revised Oct 7 2014)**

Policy Title	**Divisional Procedure: Weather Related School Closure**		
Date of Issue	October 2007	Related Procedure	
Revision Dates	October 2014	Related Forms	
Review Date		Originator	Superintendent

Rationale

1. The majority of our students utilize our Transportation System (buses) to get to and from school.
2. Many of our staff commute long distances to their work sites in our rural school division.
3. As an educational organization and employer, the Sunrise School Division believes that the safety of staff and students is paramount.

Extreme Road Conditions:

1. If roads are unsafe for all vehicular travel, bus operations need to be suspended and all sites closed.

Cold Weather Conditions:

1. If it is unsafe to operate our buses due to cold weather, or if it is too cold for students to be exposed to extreme temperatures while waiting for buses, then we need to suspend bus operations.

Procedure

Sunrise School Division operations can be closed due to the following weather related concerns:

- **Extreme Road Conditions**
  - ***Bus operations suspended.***
  - ***All sites closed to students and staff.***
- **Weather Conditions That Meet:**
  - -35 degrees Celsius or colder (without wind chill).
  - -45 degrees Celsius or colder (with wind chill).

- **Bus operations will be suspended and Schools will be closed by REGIONS in Sunrise.**
  - **Region #1**
    (Oakbank Elementary, Springfield Middle School, Springfield Collegiate, École Dugald School, Anola School, Hazelridge School, Gillis School, École Beausejour Early Years School, École Edward Schreyer School)
  - **Region #2**
    (Whitemouth School, Centennial School, Lac du Bonnet Senior School)
  - **Region #3**
    (École Powerview School)

Staff are expected to report to their respective worksites on cold weather days; the schools that are closed in any Region will be closed to students.

Practices

A. Decision To Close

1. In anticipation of **extreme road conditions**, the Superintendent (or designate), together with the Transportation Manager will monitor road conditions within Sunrise using the following sources:
   - Manitoba Ministry of Highways 'Road Conditions' website .
   - CBC 990 AM, QX104 AM, and CJOB 680 AM radio stations.
   - Members of the Transportation Department will conduct a visual check of road conditions in a variety of areas of the division.

If the sources indicate 'Travel Not Advised' on Sunrise area roads, the decision will be to suspend bus operations and close schools.

Every effort will be made to make a decision regarding suspension of bus operations and school closures by 6:00 am. However, conditions can deteriorate rapidly between 6:30 and 7:00 a.m. in select areas of Sunrise. Given their smaller geographic conditions and shorter runs, this is the time at which many of our neighboring divisions make their decision. Realizing this will place tighter timelines on our parents and staff, during times of highly questionable weather, *we may hold off on our final decision to approximately 6:45 a.m.*

2. In anticipation of **extreme temperatures**, the Superintendent (or designate), together with the Transportation Manager will monitor weather forecasts for the geographical area covered by Sunrise. Our buses will not operate, and schools will not be open by Regions for students under the following conditions:
   - Within a respective Region in Sunrise, temperature reaches -35 degrees Celsius or colder (without wind chill)
   - Within a respective Region in Sunrise, temperature with a wind chill that reaches -45 degrees Celsius or colder. (For example, the mean temperature is – 33 together with a wind speed of 15 km/h would result in a wind chill of -45 degrees).

The following sources will be used to determine the temperature within each Region:

- **Region #1**
  (Oakbank Elementary, Springfield Middle School, Springfield Collegiate, École Dugald School, Anola School, Hazelridge School, Gillis School, École Beausejour Early Years School, École Edward Schreyer School)
  Temperature from Environment Canada Winnipeg Airport Weather Station
- **Region #2**
  (Whitemouth School, Centennial School, Lac du Bonnet Senior School)
  Temperature from Environment Canada Pinawa Weather Station
- **Region #3 (École Powerview School)**
  Temperature from Environment Canada Pine Falls Weather Station

2. **Temperatures Cold, School Still Open:**

- There will be days on which schools are open and yet temperatures are still cold. Students are to stay inside if temperatures exceed -28 degrees Celsius with or without the wind chill.

B. Communications

A. As a matter of practice, a decision to close schools will be made by the Superintendent (or designate) in consultation with the Transportation Manager, between 6:00 a.m. and 6:45 a.m. If a decision is made to suspend bus operations and close schools by any or all regions, every effort will be made to share the information with staff, students, and parents by the following means:

1. Information available on CBC 990 am, CJOB 680 am and QX104.
2. Information will be posted on the divisional website www.sunrisesd.ca .
3. A telephone fan out will be utilized to inform all divisional managers and school administrators who will in turn notify their staff.
4. All parents in any Region where buses are not running and schools are closed will be notified by an automated telephone call.

B. If notice to suspend operations has not been announced by the radio stations, nor posted on our website, staff, students, and parents are to assume that buses will be running and that schools will be open.

C. If we have made the decision to run our bus operations and parents do not feel that the conditions are safe, they do retain the right to keep their child at home.

C. Responsibilities

1. **Management**:

- The Superintendent shall make the decision to suspend bus operations, close schools, and take appropriate steps to notify staff, students, and parents.
- The Transportation Manager will work with the Superintendent, and appropriate staff, to determine road conditions.
- Department managers and school administrators shall be responsible for taking appropriate steps to notify staff. Students and parents will be notified by an automated voice message. There will also be an update on the site telephone answering machine and/or website.
- The Maintenance Manager will be required to ensure that all heating and electrical systems are functioning. This may require custodians to report to their site at their normal starting time.
- Managers and school administrators shall attempt to identify a staff member, preferably one who lives in close proximity to their worksite, who can go to the site to attend to students or staff who may inadvertently arrive. This person can be the custodian, a teacher, or the administrator. This person should have full access to the school or site. If this is not feasible from a safety perspective, the school administrator or site manager is to inform the Superintendent so other measures can be taken.

2. **Staff Member(s) At Each Site On A Day Of Closure:**

If the site is closed due to extreme road conditions:

- Where possible, a designated staff member attends to students who may arrive at the school. They should make calls to arrange for the pick-up of any students who have mistakenly arrived.
- Staff (except for the staff identified above) are not required to report. All staff who were regularly scheduled to work on that day will be paid at their regular scale. It is further expected that they are doing school related work during the day (for example, as staff are being paid, and it is assumed that it is unsafe to drive, then individuals should not be seen in shopping malls).
- All rentals of our school facilities will be cancelled on these days.
- If conditions indicate that buses may not run and schools may be closed, staff and parents are expected to listen to the designated radio stations and/or visit the divisional website to obtain confirmation.

If the site is closed due to extreme temperatures:

- All teaching and support staff will be expected to report to work, with the exception of school bus drivers. If a staff member is unable to report to work, they are to inform the school principal.
- If conditions indicate that buses may not run, staff and parents are expected to listen to the designated radio stations and/or visit the divisional website to obtain confirmation.
- Renters of our school facilities should assume that their booking is canceled unless they are otherwise notified.

*** For more information on weather within Sunrise, please go to www.sunrisesd.ca**