

INCLEMENT WEATHER – TRANSPORTATION  
CANCELLATIONS AND EMERGENCY SCHOOL CLOSURES

ADMIN PROCEDURE No.: VI-47  
DATE: DECEMBER 15, 2009  
AMENDED: FEBRUARY 1, 2010  
AMENDED: NOVEMBER 25, 2013  
AMENDED: SEPTEMBER 2, 2014  
SCHEDULED FOR REVIEW: SEPTEMBER 2017

## PURPOSE

To provide a process and requirements regarding the cancellation of transportation services and closing of schools as the result of inclement weather conditions.

## PRINCIPLES

- It is the responsibility of the Halton Student Transportation Services (HSTS) to cancel transportation to schools as a result of inclement weather, **in accordance with HSTS Procedure [HS-4-006, Inclement Weather](#)**.
- When transportation services have been cancelled due to inclement weather, system schools may remain open at the discretion of the Director of Education (or designate).
- It is the responsibility of the Director of Education (or designate) to determine whether or not to close schools as the result of inclement weather, **on the advice of the Halton Student Transportation Services (HSTS) and in accordance with HSTS Procedure [HS-4-007, School Closure](#)**.

## REQUIREMENTS

### A. Transportation Cancellation due to Inclement Weather:

- i. In accordance with HSTS Inclement Weather Procedure (HS-4-006), the General Manager of HSTS (or designate) shall, by 6:00 a.m., inform the Directors of Education (or designates) at the Halton Catholic District School Board (HCDSB) and Halton District School Board (HDSB), about the decision to cancel school bus transportation.
- ii. In accordance with HSTS Procedure HS-4-006, the General Manager of HSTS (or designate) shall, by 6:30 a.m., inform the media of the transportation cancellation.
- iii. The Director of Education (or designate) shall contact the Administrator, Strategic Communications Services (or designate) by telephone to relay the information regarding transportation cancellation, and provide information related to any unique activities (e.g. secondary exams), as appropriate.
- iv. The Administrator, Strategic Communications Services (or designate) shall contact the Senior Administrator, Information Technology (IT) Services (or designate) to have the Board's public website and the Board's auto attendant greeting updated. The Administrator, Strategic Communications Services shall arrange for an update to be posted on the Board's Twitter account. School principals shall advise parents of the cancellation of any unique activities for their respective school communities, as appropriate (e.g. secondary exams, parent information meetings, sports events, etc.).

Strategic Communications staff will provide the messaging for the website, the auto attendant greeting and Twitter.

Strategic Communications staff will advise all appropriate staff (senior staff, principals, receptionist, etc.) of the information posted on the website.

- v. IT staff will follow the procedures outlined in the *IT Run Book for Emergency Announcements*.

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- vi. If a bus route or transportation services are cancelled in the morning, this decision remains in effect for the entire school day and includes all field trips. It is at the discretion of the parent or guardian to send their children to school when transportation is cancelled; if they choose to do so, it is then their responsibility to provide transportation to and from school for their child(ren).
- vii. When the weather deteriorates during the day, while all the students are at school, transportation services will maintain their regular schedule.

The decision to send students home early may be made by the Director of Education (or designate) after discussion with the General Manager of HSTS (or designate). The schools will continue to follow the established process related to emergency dismissal in order to inform parents/guardians during school closures for all grades.

**B. School Closure due to Inclement Weather:**

- i. In accordance with HSTS School Closure Procedure (HS-4-007), the General Manager of HSTS (or designate) shall, by 6:00 a.m., inform the Directors of Education (or designates) at the HCDSB and HDSB, about the decision to cancel school bus transportation.
- ii. The Director of Education (or designate) shall relay to the General Manager of HSTS (or designate) the decision regarding school and/or Board office closure.
- iii. In accordance with HSTS Procedure HS-4-007, the General Manager of HSTS (or designate) shall, by 6:30 a.m., inform the media of the school and/or Board office closures.
- iv. The Director of Education (or designate) shall contact the Administrator, Strategic Communications Services (or designate) by telephone to relay the information regarding school and/or Board office closures, and provide information related to activities (such as secondary exams, parent information meetings, etc.), as appropriate.
- v. The Administrator, Strategic Communications Services (or designate) shall contact the Senior Administrator, IT Services (or designate) to have the Board's public website and the Board's auto attendant greeting updated. The Administrator, Strategic Communications Services shall arrange for an update to be posted on the Board's Twitter account. School principals shall advise parents of the cancellation of any unique activities for their respective school communities, as appropriate (e.g. secondary exams, parent information meetings, sports events, etc.).
- vi. IT staff will follow the procedures outlined in the *IT Run Book for Emergency Announcements*. Strategic Communications staff will provide the messaging for the website, the auto attendant greeting and Twitter.  
  
Strategic Communications staff will advise all appropriate staff (senior staff, principals, receptionist, etc.) of the information posted on the website.
- vii. Should the Board decide to close schools throughout the day, the information shall be shared by Strategic Communications Services with the General Manager of HSTS (or designate).
- viii. When the weather deteriorates during the day, while all the students are at school, transportation services will maintain their regular schedule. The decision to send students home early may be made by the Director of Education (or designate) in consultation with the General Manager of HSTS (or designate). The schools will continue to use the Family Information package as it relates to the process schools will use to dismiss and inform parents/guardians during school closures for all grades.

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**C. After School Hours Activities and Community Use of Schools Activities**

- i. Throughout the day, weather conditions will be monitored to determine whether schools will remain open for after school hours and community use of schools activities. If weather conditions worsen, the notice on the Board's public website will be updated, as appropriate, by Strategic Communications staff. Strategic Communications staff will advise the media of any cancellations to after school hours activities and community use of schools activities through a public service announcement.

**D. Emergency Numbers:**

- i. The Inclement Weather Emergency Contact List shall be kept up to date and provided to all appropriate staff.

**E. Expectations of Staff:**

- i. When transportation services have been cancelled due to inclement weather, but schools remain open and operational:
  - o Teachers are expected to arrive at their schools as soon as possible and to conduct appropriate instructional/review activities or assume other duties deemed appropriate by the principal.
  - o School support staff will also arrive at their school as soon as possible and report to the principal for assignment.
- ii. The cancellation of transportation services does not mean the schools are closed. If no closures are reported, staff are expected to arrive at their school as soon as possible and report to the principal.
- iii. Only extenuating and compelling circumstances, indicated in writing to the Superintendent, Human Resources Services, within forty-eight (48) hours may be accepted as a reason for not reporting for duties. All employees who report their absences as Inclement Weather will have their situation reviewed by Human Resources Services. A determination will then be made whether the absence will be granted with or without pay.
- iv. In the event that the Board announces a system closure due to inclement weather, staff need not report to any Board location.
- v. Transportation cancellations, school closures and/or a system closure will be posted on the Board's website.

**APPROVED:** Regular Meeting of the Administrative Council

**AUTHORIZED BY:**

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Director of Education and Secretary of the Board

**DATE:**

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