

## **SCHOOL & BUS CANCELLATION**

### **POLICY**

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#### **PRINCIPLES**

##### **1.0 SCHOOL CANCELLATION**

- 1.1 The Superintendent or designate will cancel school when severe weather or poor road conditions are considered to be a threat to the safety or health of students and staff.
- 1.2 The Superintendent or designate will cancel school as a result of exceptional circumstances which create an unsafe or unhealthy learning environment.

##### **2.0 SCHOOL BUS CANCELLATION OR ROUTE CHANGES**

- 2.1 The Superintendent or designate will cancel busses or modify bus routes when road conditions or forecasted weather conditions are considered to be a threat to the safe transportation of students.

##### **3.0 AUTHORIZATION**

- 3.1 The Superintendent is authorized to issue procedures in support of this policy.

## SCHOOL & BUS CANCELLATION PROCEDURES

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### 1.0 PLANNING & COMMUNICATION

- 1.1 Annually in September, principals will inform parents of the board policy and procedures for **School & Bus Cancellation** including the following information:
  - 1.1.1 At any time when schools are open, parents should use their own discretion when deciding whether or not to send their children to school based on weather, road and sidewalk conditions in their community.
  - 1.1.2 In recognition of the fact that weather conditions may delay the arrival of teachers to school, students should not be dropped off or otherwise sent to school, without ensuring that staff is available to provide direct supervision.
  - 1.1.3 Principals will inform parents of the process the school will follow in the event of a midday cancellation.
- 1.2 As early as possible in September, principals of elementary and junior high schools will collect and organize information to support the safe dismissal of students during a midday cancellation.
  - 1.2.1 Principals may choose to use the “School Cancellation Information Form” sample, which can be found in *my HRSB*.

**2.0 SCHOOL CANCELLATION DUE TO SEVERE WEATHER**

- 2.1 Decisions respecting the cancellation of schools will be made by the Superintendent or designate on the advice of the Director of Operations and the transportation provider.
- 2.2 When deciding school cancellation due to severe weather, the Superintendent or designate shall consider closing individual schools, Families of Schools or all schools.
- 2.3 Any decision to cancel school or school busses will be posted on the board's website ([www.hrsb.ns.ca](http://www.hrsb.ns.ca)) and Twitter account (HRSB\_Official), recorded on the board's School Cancellation Information Line 464-INFO(4636) and communicated to local radio stations.
- 2.4 When schools are closed, board offices remain open unless otherwise indicated on the board's website and School Cancellation Information Line 464-INFO (4636).

**3.0 SCHOOL CANCELLATION DUE TO EXCEPTIONAL CIRCUMSTANCES**

- 3.1 Principals shall inform their School Administration Supervisor of the exceptional circumstances that create an unsafe or unhealthy learning environment (for example, an extended loss of power, heat or water or other unexpected circumstance).
- 3.2 The School Administration Supervisor will investigate the concern and confer with the Coordinator of School Administration.
- 3.3 The School Administration Department in consultation with Operations Department and the school principal will make the decision regarding the cancellation of school.
- 3.4 The School Administration Department shall notify the transportation provider and the Coordinator of Communication Services of the decision to cancel school.
- 3.5 The Coordinator of Communication Services will communicate the decision to cancel school as a result of exceptional circumstances on the radio, on the board's website and on the board's School Cancellation Information Line 464-INFO (4636).

- 3.6 In the event of a cancellation after students have arrived, principals will follow the procedures for midday cancellation.

#### **4.0 MIDDAY CANCELLATION**

- 4.1 In the event of a midday cancellation due to severe weather, the decision will be communicated to all schools as close to 11:00 a.m. as possible.
- 4.2 Principals will follow the process they have established and communicated to parents for the safe dismissal of students during a midday cancellation.
- 4.3 Written instructions from elementary and junior high parents will be collected each September indicating where students are to go in the event of a midday cancellation.
- 4.4 Principals of elementary schools will ensure that a parent or designate for each student in Grades Primary to 6 is contacted directly by phone before the student is released from school.
- 4.5 Principals of elementary schools will ensure that teachers follow the written instructions for midday dismissal collected from parents in September unless otherwise directed by the parent or designate during the phone contact.
- 4.6 Principals of junior high schools will ensure that teachers follow the written instructions for midday dismissal collected from parents in September.
- 4.7 The principal or designate will remain at the school for a reasonable length of time after students have been dismissed.
- 4.8 Principals may release staff prior to the end of the normal school day provided all students are appropriately supervised.
- 4.9 Any decision to cancel school or school busses will be posted on the board's website ([www.hrsb.ns.ca](http://www.hrsb.ns.ca)), Twitter account (HRSB\_Official), recorded on the board's School Cancellation Information Line 464-INFO (4636) and communicated to local radio stations.

#### **5.0 SCHOOL BUS CANCELLATION OR ROUTE MODIFICATION**

- 5.1 Decisions to cancel or modify school bus service will be made by the Superintendent or designate on the advice of the Director of Operations and the transportation provider.

- 5.2 Decisions to cancel or modify school bus service will be made for individual schools, Families of Schools or all schools.
- 5.3 Any decision to cancel school or school busses will be posted on the board's website ([www.hrsb.ns.ca](http://www.hrsb.ns.ca)) and Twitter account (HRSB\_Official), recorded on the board's School Cancellation Information Line 464-INFO(4636) and communicated to local radio stations.
- 5.4 When busses are cancelled, they are cancelled for the full day.
- 5.5 When busses are cancelled, all field trips are cancelled for affected schools.
- 5.6 The transportation provider will communicate any bus routes modifications to the local radio stations.
- 5.7 When the temperature reaches -25 degrees Celsius (excluding wind chill), consideration will be given to the cancellation of all busses.
- 5.8 When busses are cancelled and schools remain open, the principal will ensure appropriate supervision and instruction.
- 5.9 When students are in transit or arrive at school by bus before busses are officially cancelled, the principal will ensure that the students are supervised at school and consult with the School Administration Supervisor as to when the students will be returned home. The principal or designate will contact families to communicate the plan to bus students home.

## **6.0 PROFESSIONAL DEVELOPMENT & REGIONAL MEETINGS**

- 6.1 In the event that all schools are cancelled, all professional development and regional meetings are cancelled.
- 6.2 In the event of an individual school cancellation or cancellation of one or more Families of Schools, professional development and regional meetings will continue, unless scheduled to take place at a school which has been cancelled for the day.
  - 6.2.1 Staff working in a school which has been cancelled is not required to attend professional development activities or regional meetings scheduled for those days.

**7.0 STUDENT ATTENDANCE AND REGISTERS**

- 7.1 Students who are not able to attend school, due to severe weather and/or bus cancellation, are to be marked absent in the official register, however, deemed present for the purpose of school awards or recognition for which attendance is a consideration.
- 7.2 Accommodations will be made to student assessment for those who are not able to attend school due to severe weather and/or bus cancellation.

**8.0 EXTRACURRICULAR ACTIVITIES**

- 8.1 In the event that school is cancelled due to severe weather at any time during the day, events scheduled to take place at these sites are also cancelled.
- 8.2 In the event that school is cancelled due to severe weather at any time during the day, all extracurricular activities involving students from the school are also cancelled.
- 8.3 In the event that a school is cancelled due to exceptional circumstances at any time during the day, events scheduled to take place at this site are also cancelled. At the discretion of the principal, students may participate in extracurricular activities scheduled to take place at other locations.
  - 8.3.1 If the exceptional circumstances which caused the school cancellation are resolved, extracurricular activities may continue at the discretion of the principal in consultation with the School Administration Supervisor and the Manager of Facilities.