



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 as determined by the following guidelines:

GUIDELINES

1. Full School Closure Due to Weather & Road Conditions - Schools will be closed to all students on these days and staff will be assigned as follows:
 - 1.1. Principals, teachers and clinicians are considered to be reassigned to work from home.
 - 1.2. 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.
 - 1.3. School based (and Student Services) 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.
 - 1.4. Division Administrative and Support staff (SRSS Business Manager, Warehouse and Maintenance staff, Bus Garage staff, Administration Office staff) should report to work when they are able to do so and they will be paid for the entire day if they do come to work. Those employees unable to come to work may take a vacation day or a leave day without pay.
 - 1.5. 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.
 - 1.6. 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. All other substitutes are there on a casual basis and there was no work for them that school closure day.
 - 1.7. 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.
 - 1.8. Rentals, scheduled events at the school and all extra-curricular trips will be cancelled.
 - 1.9. 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.
 - 1.10. 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**

- 2.1. Schools will be closed for cold weather reasons when it is too cold to operate our school buses and it is too cold for students to be exposed to the elements for even a short period of time.
- 2.2. Schools 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 with minus 45 degrees Celsius or colder wind-chill.
- 2.3. 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. The temperature and wind-chill information at the Environment Canada weather station in Kleefeld between 6:00 A.M and 6:30 A.M will be used to make the decision on whether to close schools or not.
- 2.4. Schools will not be open to students on these days.
- 2.5. 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.
- 2.6. 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 negotiated, Educational Assistants will not report to work and this will be an unpaid day.
- 2.7. 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.
- 2.8. 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.

Additional Information: Formally Policy B-46