

SUMMIT WEST

Independent School

POLICY TITLE:

Inclement Weather

Board Approval: May 5, 2015

Board Review: July 9, 2015

Background

Summit West Independent School (SWIS) is responsible for ensuring that each of its students is provided with an education program consistent with the requirements of the School; therefore, schools shall remain open to students during the times and dates established in school calendar(s). The Division may, however, temporarily suspend school bus services and close a school building if the health and safety of students and staff is endangered.

Procedures

1. School bus service may be suspended by the Executive Director, in consultation with the student transportation organization (to be determined), when at 5:00 a.m., Environment Canada reports a temperature of -40 degrees centigrade including wind chill factor.
2. School bus services may also be suspended or delayed by the Executive Director, in consultation with the student transportation organization, due to adverse weather or road conditions.
3. The student transportation organization shall take into account the Alberta Motor Association and/or weather office when making a recommendation to the Executive Director regarding the suspension of school bus services.
4. The Executive Director, in consultation with the student transportation organization shall make a decision regarding school bus suspension by 5:30 a.m. (or the previous night if conditions make it obvious that service will be suspended the following day).

5. When school bus services are suspended by the Executive Director, schools shall remain open to students.
6. If unsafe road conditions occur, the student transportation organization, in consultation with the bus operator, has the discretionary power to decide not to operate or to abandon completion of the morning route by returning students to their homes. Student Transportation staff must ensure students have adequate access to residences.
7. When weather or road conditions deteriorate during the day, the student transportation organization may authorize individual or all buses to leave school prior to regular dismissal time.
8. Should weather conditions be extreme or deteriorate during the day, the Principal, in consultation with the Executive Director, may close the school to all students and staff.
9. The Principal, staff and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier. This includes attempts to contact parents/guardians/emergency contacts to ensure students have adequate access to residences. In remote areas, where parents cannot be contacted, students shall be kept at the school.
10. Bus operators are to hold themselves in readiness for service in cases of pending extreme conditions.
11. Parents and school bus operators shall be advised annually of the procedures used for the suspension of school bus service.

Communication

12. The Principal and/or Administrative Support staff shall contact all parents and bus contractors by phone to announce any suspension of bus service.
13. The Principal and/or Administrative Support staff shall update the bus status notice on the Summit West Independent School website, Twitter and FaceBook accounts.
14. The Executive Director shall advise the media of the school's decision.

Students

15. For the safety of students, it is the responsibility of parents to ensure:
 1. their children are suitably dressed for weather conditions
 2. arrangements have been made for alternate shelter for their child if no one is home.

16. On days when school bus services are suspended due to inclement weather or hazardous road conditions, parents who have brought their children to school will be responsible for picking up their children.
17. On scheduled diploma examination dates, students who arrive at school shall be allowed to write the examination.

Staff

18. Staff members are expected to report to work, even when bus service is suspended.
19. In the event that road and/or weather conditions are extreme, the Executive Director may authorize that staff are not to report to work. For safety purposes, the Principal shall ensure some staff are at the school to temporarily accommodate students who report to school.