

## STORM DAYS

The Seven Oaks School Division believes that the safety of students and staff is of primary importance in the event of difficulties caused by Manitoba's weather. During inclement weather conditions, decisions relating to school closure, school bus transportation and school programs will be made with safety as a priority.

### Closing of Schools

In the event of hazardous weather or road conditions, the superintendent or his/her designate in consultation with the Director of Transportation may recommend the closure of all or some of the division's schools as well as all or some of the school bus routes. Such decisions would take into consideration.

- Up-to-date weather information.
- Road and travel information.
- The consultation protocol established by metro superintendents.
- The established protocol for media announcements.
- The times that the school day begins and ends at various schools.

When all schools are declared closed, all instructional programs, extra curricular activities and examinations are cancelled and rescheduled as necessary. Day care programs and other programs using school facilities, including evening programs, are cancelled.

When schools are declared closed, it may be advantageous to have certain employees at the school to maintain access to the building. Such arrangements can be made in consultation with immediate supervisors. Suitable compensation for such cases will be addressed.

The superintendent will report to the next regular board meeting on the information that led to the decision to close schools. Principals will report on the Principal's Yearly Report to Manitoba Education the date(s) on which schools were declared closed.

### Schools Remaining Open

Seven Oaks schools might remain open even when weather and road conditions are less than desirable, or when some other Manitoba divisions are closed. Employees, in these cases, are expected to make a conscientious effort to get to their workplaces within reasonable safety limits. This may involve car pooling, using public transportation or arriving late.

In cases where schools remain open but few students are present because of difficulty getting to school or because of the cancellation of bus service, students and classes may be grouped together. Meaningful learning activities will be arranged by staff for those students able to attend.

### **Employees Who are Unable to get to their Workplace when Schools Remain Open**

It is important that employees continue to carry out their responsibilities, which during inclement weather often need to be adjusted. If by previous arrangement an employee who lives near a workplace other than his/her own is unable to get to the regular workplace, that employee may work at the nearby workplace provided that his/her services are required because there is a staff shortage at the nearby workplace and the supervisor/principal permits this arrangement.

Employees who are not able to get to their workplaces will be deducted one day's pay for each day they are absent. In extreme cases employees may present their case to the superintendents' department in writing, where in consultation with their supervisors the following will be reviewed:

- The total number of employees and students absent.
- The distance between the employee's home and workplace.
- The difficulties that one's medical condition such as pregnancy, cardiac conditions, etc. could create if an attempt to travel to the workplace was made.
- The availability of public or other transportation.
- Communication with principals and/or immediate supervisors about the attempts to get to the workplace.

The superintendent, after considering the case, may decide on one of the following with respect to salary deduction:

- Deduction of pay at a per diem rate.
- Deduction of pay at the cost of a substitute, whether a substitute was able to replace the employee or not.
- No deduction.

### **Knowledge of Storm Days Policy**

The Seven Oaks School Division will ensure that all employee groups are aware of this policy. Schools will inform parents through newsletters, school handbooks or other notices about procedures related to school closures because of inclement weather.