



## ADMINISTRATIVE GUIDELINE

### **Title: School Closure/Power Interruptions/Plant Disruptions/ Bus Cancellation**

**Effective Date:** February 8, 1999

**Responsibility:** Superintendent of Business

**Revised:** December 19, 2008 January 19, 2009

#### **1.0 Rationale:**

The health and safety of all students and employees of the Near North District School Board is a high priority at all times.

Therefore, inclement weather or power interruptions may occasionally result in the cancellation of transportation services or closure of facilities or early dismissal of schools in the afternoon. To minimize the disruption and possible danger on such days, the following guidelines will apply.

#### **2.0 Guidelines**

1. When road and weather conditions are such that it is hazardous for school buses to run, designated bus operators will inform the Manager of Transportation or designate by phone, no later than 6:15 a.m.
2. The decision to alter services will be communicated, by Nipissing Parry Sound Student Transportation Services, on the following radio stations:

Parry Sound: The Moose /CKLP (103.3 FM)

North Bay: The Fox/CKFX (101.9 FM)

Easy Rock/Mix 100/CHUR (100.5 FM)

CBC (Sudbury) (96.1 FM)

CKAT/CFCH (600. AM)

Moose FM (North Bay) (106.3 FM)

Hunstville: CFBK (105.5 FM)

Barrie: Rock 95 (95.7 FM)

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The Manager of Transportation or designate will request the local radio stations to broadcast a report on the alteration of services with the appropriate details.

3. When transportation is cancelled due to inclement weather, schools will normally remain open. Under severe weather conditions the Manager of Transportation will contact the Director of Education or designate who will determine if any or all schools are to be closed.
4. It is the responsibility of pupils, parents/guardians and employees to listen to the radio for announcements about the cancellation of transportation and/or school closures. Radio stations will be notified by Nipissing Parry Sound Student Transportation Services.
5. Routes that are cancelled in the morning will not operate in the afternoon. Parents, who drive their children to school, will be responsible for picking their child(ren) up at dismissal in the afternoon.
6. When buses are cancelled in the morning, there will be no transportation of Junior Kindergarten and Kindergarten children attending afternoon classes.
7. Each Principal shall have contingency plans in place that shall be followed in the event of transportation cancellation and/or school closure. This plan shall include the prearrangement to have someone at the school at least fifteen (15) minutes prior to the opening bell, to make arrangements for the care of any student who arrives at school unaware of the closure.
8. Each Principal shall distribute to parents/guardians, no later than September 30 each year, a letter outlining the current inclement weather procedures. The information should advise parents/guardians of the need to listen to the radio for announcements on bus cancellations and/or school closures, and for local weather conditions. A parental decision to keep children at home due to uncertainty of weather conditions will be respected. Parents should also be advised to determine in advance where their children will go if schools are closed, and to inform the school of these arrangements.
9. If school buses are cancelled due to inclement weather, all off-campus excursions are cancelled.
10. If buses have not been cancelled and a driver is unable to complete their route due to weather or road conditions, the driver must notify their bus operator and ensure that every effort is made to inform the school, parents and students that their bus route is cancelled.
11. **School Closure During the School Day**  
**(This will occur only when the most severe conditions are predicted)**
  - 11.1 The Manager of Transportation will notify the Director of Education/designate **when severe weather and road conditions are predicted.** The Director of

Education/designate, the Director of Education/designate of the coterminous school boards, the School Principals, the Managers of Transportation and the bus operators, shall decide on the early dismissal of bus pupils.

- 11.2 The decision to implement early dismissal of bus pupils must be made by 11:00 a.m.
- 11.3 The decision will be communicated as soon as possible to the School Principals and Nipissing Parry Sound Student Transportation Services who will relay the information to the usual radio stations.
- 11.4 Parents and/or guardians of all pupils must designate their wishes beforehand in writing concerning the dismissal of their children. They may wish to be contacted OR to have their child ride the bus OR go to a friend's house OR to remain at the school or an alternate location in the case where the school is uninhabitable.

No students in Grades JK to 8 will be sent home until the parents and/or guardians or a designate have been notified or the Principal is satisfied that a viable alternative arrangement for student safety has been made.

- 11.5 In order to be reasonably assured that all students have arrived home or at the previously designated location, the Principal will make arrangements for someone to remain at the school after normal hours to receive calls from parents and/or guardians.
- 11.6 The Principal, in consultation with the Director of Education will use his/her discretion to dismiss employees once early dismissal of all students has been completed.

## **12. School Closure due to Power Outage**

### **12.1 Prior to the start of school:**

- 12.1.1 The Principal is informed by a custodian or staff member that the power at their school is out. Sometimes the information will come from the security company who get a warning during a power outage.
- 12.1.2 The Principal or custodian informs the Facility Services Supervisor who then confirms with Hydro (this ensures Hydro is not overrun with telephone calls), and informs the Principal when Hydro 'thinks' the power may be restored.
- 12.1.3 If the power will be restored within a reasonable amount of time once school starts, the Principal will inform the Superintendent and all will continue as usual. Flashlights will be available, and students will be located in a warmer area with natural lighting.
- 12.1.4 If it will be quite some time until power is restored, the Principal will immediately call the Superintendent who will contact the Director. A decision will be made by the Director in consultation with the superintendent. The

decision will be communicated to the principal and the Information Officer by the Superintendent or the Director.

12.1.5 The Director/Superintendent/Information Officer will inform the Nipissing Parry Sound Student Transportation Services, who will notify the usual radio stations regarding transportation information.

12.1.6 The Information Officer may notify the media of the reason for school closure.

12.1.7 Staff will be redirected to the school closest to their home where they will be directed by that School's Principal.

## **12.2 During school hours:**

Our aim is to keep the students in school for the day.

If the power goes out during the school day:

12.2.1 The Principal will wait to see if power is restored in a timely fashion.

12.2.2 The Principal or custodian will inform the Facility Services Supervisor who will then confirm with Hydro (this ensures Hydro is not overrun with telephone calls), and informs the Principal when Hydro expects the power to be restored

12.2.3 Students will be moved to an area that has natural light. Students are escorted with flashlights to washrooms. (Schools should have flashlights available).

12.2.4 If it is clear that power will not be restored in a timely fashion, the principal will contact the Superintendent who will discuss with the Director the option of closing school early or developing alternative plans. Only the Director can make this decision.

12.2.5 The Information Officer and Nipissing Parry Sound Student Transportation Services will be informed if the decision is to close the school early. Nipissing Parry Sound Student Transportation Services will be responsible to notify the usual radio stations of bussing information. The Information Officer may notify the media for the reason for school closure.

12.2.6 Staff will be directed to neighboring schools by their Principal in consultation with the Director.

A power outage plan shall be included in every school's emergency preparedness plan.