



Almost all school systems will at one time or another experience or become involved in some form of emergency situation due to severe weather.

The procedure on inclement weather is intended to be proactive and to provide direction and guidelines for Division personnel in taking appropriate action in the event of hazardous weather. The inclement weather procedure considers the occurrence of varying weather patterns across the Division and identifies a definitive course of action.

Safety of students and staff is a concern of the Prairie Rose School Division. Severe weather may impact on student attendance, pupil transportation, and various school activities including playground, field trips, athletic events, and a variety of special events.

Effective and efficient communications are the essence of appropriate action.

### **The Purpose of the Inclement Weather Policy**

- To serve as a guide and provide direction for school administration regarding severe weather.
- To ensure the inclusion of necessary procedural and operational information.
- To provide direction for students and their parents as to appropriate actions to ensure student safety.
- To inform staff of the appropriate response and procedures in addressing the events of severe weather.
- To promote safety of all students and staff.
- To instill positive attitudes regarding importance of emergency preparedness.
- To acquaint all personnel with their responsibility in responding to severe weather conditions.
- To provide direction to employees regarding expectations related to attending to their place of employment.

### **Inclement or severe weather conditions include the following:**

Severe snow storms, ice storms, damaging winds, tornadoes, extreme cold, wind chill factor, extreme heat, fog causing poor visibility.

### **Communicating Information during Inclement Weather**

In the event of inclement weather causing bus cancellations, or school, administration office, and garage closures, Prairie Rose School Division will notify parents/guardians, staff, local radio stations, and community partners through the division's email, phone, and text communication program; SchoolMessenger. The divisional website ([www.prsdmb.ca](http://www.prsdmb.ca)) will also post current information related to cancellations, school closures, and staff expectations.

Students and their parents shall assume the responsibility for decisions regarding school attendance during severe and hazardous weather in accordance with conditions in their area.

### **Indoor Recess**

Recess at schools is moved indoors when the temperature or wind chill reaches or exceeds  $-27^{\circ}\text{C}$ . Principals will use discretion regarding indoor/outdoor recess for early and middle years students for temperatures up to  $-27^{\circ}\text{C}$ .

### **Employee Absences due to Inclement Weather**

In the event that weather results in the closure of one or more schools for students and staff and the closure of school division offices and garages, the employees of those facilities will receive regular pay.



When school buses are cancelled in one or more communities, all employees are expected to be at work. Bus drivers will be paid, and will be required to provide any required assistance as requested by the Transportation Supervisor, Secretary-Treasurer or Superintendent/CEO.

When school buses are cancelled and schools, bus garages, and the administration office remains open, employees who determine that travel to their normal work assignment is unreasonable under the circumstances, the following conditions shall apply:

The employee will advise, at the earliest opportunity, their immediate supervisor or school principal, as is appropriate, of their inability to be present at work that day. The principal will then notify Human Resources.

Teaching staff shall be deducted 1/200 of their salary for each day they are absent unless the teacher requests to use a personal leave or extra-curricular day.

Non-teaching staff (other than bus drivers) will be deducted regular salary for any time they are absent unless the employee requests to use available vacation, banked time, personal leave day(s), or a differed day to be used before June 30<sup>th</sup> of the same school year.

If the RCMP or the Department of Highways closes highways within the division in one or more communities, the secondary roads in the affected area will be deemed to be closed and as a result, schools in the affected area may be closed. Employees residing within the affected communities will not be subject to deduction of salary.