

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY CLOSURE OF SCHOOLS/WORKSITES - EMPLOYEES

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Purpose

The Board of Education has the responsibility, under *the School Act*, to keep district schools in session for all students and staff according to the annual School Calendar established by the Ministry of Education. Employees are expected to report to work each day.

However, the Board of Education also believes that the health and safety of staff and students is of paramount importance and recognizes that schools may have to be closed temporarily at times for any of several reasons, including the following: inclement weather, power outage, failure of heating or water services, emergency health issues, as well as a variety of other emergency situations.

The Board of Education authorizes the Superintendent of Schools, or designate, to close schools and/or worksites by reason of weather emergencies or for other causes that might endanger the health or safety of staff and students.

School and/or worksite closure due to emergent conditions will be of three types:

- For students only
- For students and school-based employees
- For students and all employees

Principals, or designates, are expected to have school buildings open to provide for students who, for whatever reason, arrive at school. Principals who are unable to get to work must contact the Superintendent of Schools so that alternate arrangements can be made to have the school open.

School Bus Service

There are occasions when the General Manager of Operations, in consultation with the Superintendent of Schools, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m.

- The decision to cancel school bus service is made by the General Manager in consultation with the Superintendent of Schools.
- If buses **are not** running in School District 69 (Qualicum) it does NOT mean that schools are closed.
- If buses **are not** running in School District 69 (Qualicum) it does NOT mean that staff cannot get to school – conditions vary throughout the District and staff need to assess the conditions in their own area.
- If buses are running in School District 69 (Qualicum), employees are expected to be at work.

Closure during the School Day

- In extreme emergencies, schools may be closed after school has commenced.
- In those situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a Principal has concerns for local road conditions in his/her school zone, the Principal should contact the Superintendent of Schools. It is the responsibility of the Superintendent of Schools to notify the Principal as soon as it becomes apparent that school emergency closure will be necessary.
- When an emergent situation occurs after school has begun it may be prudent for students to be dismissed and therefore staff will activate their plan to contact parents. In this case,

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parents of students in elementary schools must be contacted prior to releasing students to go home. In the case of busing students, all students will be held at the school until we can confirm that all effected parents have been contacted.

- Depending on the severity of the circumstances, the Principal shall, in consultation with the Superintendent of Schools, determine whether school staff complete their work day at school or at home.

Employee Responsibilities

General

It is expected that all staff will undertake normal precautions for winter weather; e.g. allowing more time for travel, snow tires, an analogue phone, battery operated radio, battery operated alarm clock in the event power is out.

Employees are expected to make every reasonable effort to attend their regular place of work. Employees who are unable to get to work must contact their immediate supervisor each day of their absence and contact dispatch.

1. When schools are open and buses in School District 69 (Qualicum) are not running:

CUPE

- CUPE staff who are unable to get to work, must contact their supervisor and dispatch for each day of absence.
- **Within 3 days of returning to work**, CUPE staff must put in writing the reason they were unable to get to work and the efforts made to get to work, and direct the letter to the Secretary-Treasurer. **Late requests will not be accepted.**
- This documentation will be reviewed on a case by case basis. Pay may be adjusted retroactively.

MATA

- MATA staff must make reasonable efforts to attend at their school (Collective Agreement Article D.28).
- MATA staff who are unable to attend at their school, will contact their Principal and TTOC dispatch for each day of absence.
- MATA staff must contact their Principal to explain the circumstances which preclude attendance to duties at their school. This communication needs to occur as early in the day as possible in order to ensure appropriate coverage of classes.
- It is recommended that any verbal communication from MATA staff to their Principal be followed-up with an email as a means of documenting that the required communication occurred.
- If MATA staff are unable to attend at their school due to weather conditions, it is expected that they will carry-out work duties from home.
- Such an absence will be treated as a 'Leave with Pay' (Collective Agreement Article D.28).

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PRINCIPALS

Principals will document contact made by MATA staff regarding absences due to weather conditions and confirm with TTOC dispatch, by the end of the day, all absences.

2. When schools are closed:

Every effort will be made to make a decision early enough so that announcements can start no later than 6:30 am through local media and the District website: www.sd69.bc.ca if power is available.

CUPE

- If schools in this District are closed, CUPE staff will be paid at their normal rate. **This applies to school closures in School District 69 (Qualicum) only.** It does not apply if a CUPE staff member lives in another district and schools in that district are closed.
- CUPE staff who are deemed necessary are requested to report to work.

Necessary services during a District wide temporary school closure day are payroll clerks and the School Board Office receptionist as well as, if applicable, maintenance, grounds and custodial staff on the Snow Crew (per the General Manager of Operations). If safe for them to do so, they are requested to report to work. If they do so, they will receive their regular pay and additional banked hours (at straight time) for each hour worked up to their assignment hours for that day.

- If CUPE support staff are unable to get to work, they must contact their supervisor and dispatch for each day of absence.
- Within 3 days of returning to work, CUPE support staff must put in writing the reason they were unable to get to work and the efforts made to get to work, and direct the letter to the Secretary-Treasurer.
- This documentation will be reviewed on a case by case basis. Pay may be adjusted retroactively.

MATA

If schools in this District are closed, MATA staff will be paid at their normal rate. This applies to school closures in this District only. It does not apply if a MATA staff member lives in another district and schools in that district are closed.

PRINCIPALS

Principals are expected to report to work when schools are closed. If this is not possible, Principals must contact the Superintendent of Schools to ensure that an adult presence is available at the site should students arrive at the school.