



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES INCLEMENT WEATHER

#### Cancellation of Transportation

- In the case of inclement weather, the bus operator(s) contacts the Consortium Supervisor or his/her designate to advise of concerns related to driver and student safety related to transportation. Should the bus operator make a decision to withdraw transportation services due to unsafe conditions, the Consortium Supervisor or his/her designate will contact the Director of Education to inform him/her that transportation services will be cancelled.
  - The Transportation Consortium will notify the media and the Director of Education or designate will request that the Board's Communication Officer put the information on the Board's website and social media.
  - The Director of Education or designate contacts the principals of the schools affected and where it is more widespread, will email all employees of the decision to cancel transportation.
  - Staff members are expected to report to their regular places of work and classes will resume as usual.

#### School Closures

- In situations where the inclement weather warrants a discussion on school closures, the Consortium Supervisor organizes a meeting with the Director of Education to propose that schools be closed. The Director of Education makes a decision whether or not to close a school or school(s).
- Should a decision be made by the Director of Education to close a school or schools, the Transportation Consortium will notify the media and the Director of Education or designate will request that the Board's Communication Officer put the information on the Board's website and social media.
- The Director of Education or designate will contact the principals of the schools affected and/or where the school closure(s) is widespread, communication will be sent out to all employees.
- The principals will contact their staff members and send out communication to all families in the school community.

- All principals are expected to report to their place of work to ensure the safe arrival of students, and once that is determined, they may return home. Other staff members are not required to report to work.
- Parents, staff and students are urged to refer to the Board's website and social media, listen to radio and television stations, and/or refer to other local news sources for any announcements.