



## Administrative Procedure 2120

# *School Closure Due to Inclement Weather*

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**Board Governance Policy Cross Reference:** [1](#), [13](#)

**Administrative Procedures Cross Reference:**

[Leaves and Absences - Professional Staff](#)

[Leaves and Absences – Permanent Support Staff](#)

[Cancellation of School Bus Service](#)

[Communications – School Messenger](#)

**Form Cross Reference:**

[The Public Schools Act](#)

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**Legal/Regulatory Reference:**

**Date Adopted:** May 2011

**Amended:** May 2019

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The Brandon School Division is committed to providing all students and staff with a safe and healthy work and learning environment. The safety of students and staff is of primary importance in the event of inclement weather. During these weather conditions, decisions relating to school closure, school bus transportation and school programs will be made with safety as our top priority.

### **Closing of Schools**

In the event that severe weather and/or road conditions create circumstances which may necessitate the closure of a Brandon School Division school(s), it shall be the responsibility of the Secretary-Treasurer or designate, following consultation with the Supervisor of Transportation and the affected School Leader(s), to authorize the closure of the school(s).

A number of factors will serve as guidelines for school closures. Included in these factors will be the following:

- Environment Canada weather information
- Manitoba Highway roads and traveller information with focus on Highway 1, 1A, 10 and Veterans Way.

- the *Cancellation of School Bus Service* Administrative Procedure is put into effect, transportation (either private or that of the Division) is not available, and the welfare of walking students is jeopardized by the severe weather conditions;
- in the event CFB Shilo Administration issues an Alert that persons off Base are not to report for work until weather and/or road conditions improve, the Secretary-Treasurer or designate shall authorize École O'Kelly School be closed provided the students are accommodated.

School closures shall be reported promptly (School Closure Notification Form FB114N) to the Minister of Education as required by Manitoba Regulation 470/88R under *The Public Schools Act*.

When 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.

### **Schools Remaining Open**

Brandon School Division 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.

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**

All Senior Administration, School Leaders, teaching and support staff are expected to work their regular shift at their designated place of work.

Employees who are not able to get to their workplaces will be required to use a vacation day, personal day, special discretionary or a leave without pay for each day they are absent. *Leaves and Absences - Professional Staff Leaves and Absences – Permanent Support Staff*

### **Schools outside the City of Brandon (Alexander, O’Kelly, Spring Valley)**

Full School Closure due to Weather & Road Conditions – Schools will be closed to all students on these days and staff will be assigned as follows:

- School Leaders and teachers are considered to be reassigned to work from home.
- Custodians, Custodial Assistants will not be required to report to work, but will get paid their regular wage for this school closure day.
- Support staff (Educational Assistants, Secretarial/Clerical, Library Technicians) are not required to come to work. On this type of day, they will be paid even though they are not required to come in to work.
- Substitute teachers who were booked to work on a day when school has been cancelled will not be paid for that day unless they have been substituting for that same person for a minimum of five (5) consecutive days already immediately before the school closure day and were expected to be there the day school was closed.
- Casual support staff will not be paid on a day that school has been cancelled. If casual support staff have substituted for that same person for a minimum of five (5) consecutive days already immediately before the school closure day and were expected to be there the day school was closed, they will be paid for that day as if they worked their normal shift.
- Rentals, scheduled events at the school and all extra-curricular trips will be cancelled.
- If during the course of the day weather conditions are such that schools need to be closed, the Secretary-Treasurer or designate, following consultation with the Supervisor of Transportation and the affected School Leader(s), will make and communicate the decision to close schools by 3:00 PM. Schools will be closed at 4:30 PM and all evening activities will be cancelled. Evening cleaning staffs are not required to come in to work.