



Turtle River School Division - Administrative Procedure

Section I – Safe & Respectful Schools Inclement Weather

Turtle River School Division expects employees will make every reasonable effort to attend work as scheduled. The division respects that individual employees are in the best position to decide if traveling to work is safe. It is at the discretion of each employee to travel to work every day, including days where road conditions may be hazardous.

Safety of students and staff is a concern of Turtle River School Division. Severe weather may impact student attendance, pupil transportation, and various activities. Careful consideration is given to visibility, temperature, wind-chill, and road conditions.

Severe weather conditions include heavy rain or snowstorms, electrical storms, ice storms, hail, damaging winds, tornadoes, extreme cold, extreme heat, wind chill, and fog that reduces visibility.

A. Purpose

- To provide direction for school administration regarding severe weather
- 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 ensure all personnel are aware of their responsibility in responding to severe weather conditions
- To provide direction to employees regarding expectations related to attending their place of employment

B. Communicating Information during Inclement Weather

In the event of inclement weather Turtle River School Division in cooperation with radio stations CKDM, Dauphin, 94.7 STAR FM, Brandon, and CFRY Portage will relay information regarding bus cancellations and school closures. The division website (www.trsd.ca) and social media will post current information related to cancellations and school closures. School bus drivers are required to consult with the Transportation Supervisor during adverse weather conditions as detailed in Storm/Cold Weather Procedure.

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Students and their parents/guardians shall assume the responsibility for decisions regarding school attendance during severe and hazardous weather.

C. Indoor Recess

Recess at schools will be moved indoors at the discretion of the principal.

D. Employee Absences due to Inclement Weather

Turtle River School Division expects employees to make every reasonable effort to attend work as scheduled. It is at the discretion of the employee to travel to work where road conditions may be hazardous.

- The Division will publicize the school closure/closures as indicated in Section B
- If an employee determines that travel to their normal work assignment is unreasonable, they shall contact their immediate supervisor a minimum of one hour prior to the start of their workday to advise of their absence or late arrival
- Employees are not expected to travel on closed roads/highways. However, employees are expected to monitor the road closures and, once roads have opened, are expected to report to work. Where roads/highways do not open until halfway through the employee's regular workday, employees will not be required to report to work.
- If the division closes school(s), employees assigned to schools in the town where the school is closed, with the exception of employees so designated by the superintendent, will not be expected to attend work and will not be deducted in pay or benefits.
- If schools receive adequate notice of poor weather conditions for the following day and the likelihood of school closures, teachers will offer remote learning for students. If staff are unable to provide on-line instruction, the day should be considered a work-from-home day, allowing for professional development and/or administrative tasks.

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Emergency Closings:

School(s) may be closed as a result of a decision by division personnel whenever the further operation of the school(s) would constitute a safety hazard for students and staff. This decision will be made by the superintendent, in consultation with the transportation supervisor and the principal(s) concerned. The local trustee will be informed, when possible.

Procedures:

In the event that severe weather or hazardous highway conditions arise, leading to potential need for school closures, the superintendent, after consulting with the secretary-treasurer, the transportation supervisor, and the relevant principal(s), will have the authority to decide on the closure of the school(s). The local trustee should be informed.

The following factors will be taken into consideration:

- Environment Canada weather information
- Manitoba Department of Highways information

If a principal recommends closure during the school day, they must ensure that parents/guardians are notified and that suitable arrangements for students are in place. Students will remain under the supervision of Turtle River School Division staff until arrangements are made for their safe return to their parents, or, with the parent/guardian's consent, they are released to the care of their emergency billet.

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