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### **SCHOOL CLOSURE AND CANCELLATIONS**

The Board of the Pine Creek School Division authorizes the Superintendent or designate to close a school or schools or to cancel classes at a school or schools when, in the judgment of the Superintendent, the safety and comfort of the students and staff may be compromised because of circumstances such as the following:

- Adverse weather
- Inadequate heat
- Hydro disruption
- Inadequate water or sewer services
- Hazardous material spill
- Road closures by R.C.M. Police or Manitoba Department of Highways
- Any other event or circumstance that may compromise the safety of students and staff

In the event of a school being closed prior to the start of the school day, staff will not be expected to be present at the school and will not be deducted salary. However, to ensure the safety of all students, the principal or designate shall be expected to be at the school in the morning to ensure that no students have been dropped off and left at the school.

The Superintendent shall, in a timely fashion, advise the Chairperson of the Board, or in the Chair's absence the Vice-Chairperson of the decision to close school(s) or cancel classes, and report all school closures promptly to the Minister as required by Manitoba Regulation under The Public School Act.

In the event of class cancellations the School Division expects that employees will make every reasonable effort to attend work as scheduled. In the event that colony schools are accessible to staff, classes will be held as usual and staff will report as scheduled. When road conditions are poor, employees may report to work at a school other than their home school and shall notify their supervisor upon arrival at the school.

In light of the large geography of the Division and the frequency of employees choosing to live at a distance from their base of employment, the Division respects that the individual employee is in the best position to decide if travel to work is hazardous. Employees will follow the procedures and guidelines outlined below when unable to report to work as scheduled due to inclement weather or poor road conditions.

- A) In the event an employee is unable to report to work as scheduled due to inclement weather or poor road conditions, s(he) will contact their immediate supervisor a minimum of one hour prior to the start of the work day to so advise of his/her absence or late arrival.
- B) Leaves of absence due to inclement weather or road conditions will be deducted as per mutual agreement between the immediate supervisor and employee as follows:

**Teaching Staff**

Deduction of Personal Leave Day (No Deduction) – if available

Deduction of Personal Leave Day (Deduction) – if available

Deduction of Extra-curricular Day – if available

Leave of Absence (Without Pay)

**Support Staff**

Deduction of Vacation Day banked

Deduction of Banked Time equivalent for eligible employees

Deduction of Personal Leave Day – if available

Leave of Absence (Without Pay)

Schools/offices/garage will report all employee absences due to inclement weather or poor road conditions to the Payroll office as follows:

School Teaching Staff:	Report of Absence Form, On the Sub Booking Report
Support Staff:	Report of Absence Form, On the Support Staff Absence Report
Division Office Staff:	On the Monthly Absences Report

**School/Office/Garage Closure**

The Superintendent will decide to close school(s)/office/garage or cancel classes due to inclement weather or poor road conditions prior to 6:30 a.m. and will ensure:

- a) The school(s) closure is publicized via public service announcement on the following radio stations: CFRY, CBC, CJOB, CKLQ, Star FM
- b) School principals/office administrators are contacted.
- c) Employees will be advised of a school/office/garage closure via public service announcement as indicate above or via the phone tree as activated by principals/supervisors.

**Classes Cancelled:**

- When weather conditions (e.g. windchill) are judged by the Superintendent, in consultation with the Transportation Coordinator to necessitate, buses will be cancelled.
- When buses for a particular school are cancelled, classes at that school will be cancelled.
- Staff are expected to be at their workplace unless otherwise advised.
- Staff will engage in PD/administration activities based on priorities established in the School Plan.

**Schools Closed:**

- In cases of extreme weather conditions or road closures, the affected schools will be closed for all students and staff.