



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel & Staff Relations Procedure

AP 408: Adverse Road and Weather Conditions

The Director of Education provides this procedure to give direction to staff during times of adverse road and weather conditions. Staff is required to check their e-mail accounts for announcements regarding adverse weather conditions. Please also listen to 89.5 FM The Lake, Q104.5 FM and/or CKDR FM radio stations for announcements.

1. School Closures due to Adverse Weather Conditions

In the event that the conditions are so severe that our schools are officially closed, staff members will receive regular pay.

2. Adverse Weather Conditions but Schools Remain Open

- 2.1 In the event of adverse weather conditions, within the realm of safety, staff should make an effort to get to his or her regular place of employment.
- 2.2 If the employee is unable to get to his or her regular place of work due to adverse weather conditions, he or she is required to immediately contact his or her supervisor (principal, superintendent or manager) to keep the supervisor informed of his or her status. The employee is also required to contact the booking clerk immediately.
- 2.3 If the weather is so adverse that the employee cannot safely get to his or her regular place of employment, the employee should next make an attempt to get to the nearest Catholic school or office.
- 2.4 In the case where conditions are so severe that the employee cannot safely travel he or she must provide a written letter of explanation to the Director of Education (with a copy to the employee's immediate supervisor) within the same day.
- 2.5 A written letter of explanation must include a detailed explanation attesting to the conditions and reasonable attempts made to arrive at a Catholic school or office during the adverse weather and/or road conditions.

- 2.6 Upon approval of the letter of explanation by the Director of Education the employee will receive regular pay.
- 2.7 In instances when the letter of explanation is not approved by the Director of Education, the employee will not receive regular pay.
- 2.8 Once weather or roads are not adverse enough to affect travel or regular school transportation has resumed for the majority of students, staff members are expected to be at work and failure to do so can result in a deduction in regular pay.

3. Early Bus Dismissal due to Adverse Weather Conditions

Every attempt will be made to give the schools at least two hours notice (more if possible) when buses need to be sent early or when schools need to be closed early. Parents or guardians must be contacted before students leave. These days are still considered as instructional days.

Following this, there are two different procedures depending on whether the buses are dispatched early (A) or whether the schools are being closed completely (B) for the day.

A For days when the buses are dispatched early.	B For days when the schools are being closed completely.
Classes progress as normal.	
As buses arrive, students are called and sent home on their regular bus. Students who normally catch buses leave when their bus leaves and after their parents have been contacted.	As buses arrive, students are called and sent home on their regular bus.
All other students and staff remain at school (regular hours).	Classes progress as normal while buses arrive and students are sent home on their regular bus. Students who catch buses leave when their bus leaves and after their parents have been contacted. Students who normally walk home leave after their parents are contacted but they are a second priority (after bus students).

A For days when the buses are dispatched early.	B For days when the schools are being closed completely.
If a staff member lives outside city limits, the principal may allow them to leave after all buses leave.	Staff who live outside of Kenora and Red Lake city limits may leave after the buses are gone, with the permission of his or her principal. All other staff is to stay until 30 minutes after the last student leaves (principal to announce).
Classes progress as normal and students who normally walk home leave at the end of the regular school day.	
Announcements will be read on 89.5 FM The Lake and Q104.5 FM and CKDR FM radio stations.	

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