CANCELATION OF CLASSES
(Weather or Building Related)

Scope

To provide all schools with a policy on school cancellation.

Purpose

To determine when school will be cancelled due to inclement weather or due to the building being unfit for occupancy, and the steps to be taken when school is to be cancelled.

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board to cancel classes where it judges weather or building occupancy issues jeopardize student safety.

Authorization

This policy has been authorized by the Board under motions number 2013-04-26.

Responsibility

It is the responsibility of the Director of Operational Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Coordinator of Transportation, in consultation with the Coordinator of Facilities Management, will implement the policy and administrative procedures.

Procedures

1. Parents/Guardians are advised that it is their decision whether or not to send their children to school on days of inclement weather.

2. In the event of serious weather conditions that necessitate school cancellation or transportation cancellation, a general announcement will be made over the local radio stations starting at approximately 6:30 a.m., and the Cape Breton-Victoria Regional School Board website, as well as the Cape Breton Post website, will also be updated. If noon-hour cancellation is necessary, this will be announced in the school and over the local radio stations before noon if at all possible.
3. **IT IS THE RESPONSIBILITY OF EACH PRINCIPAL TO INFORM PARENTS REGARDING THE PROCEDURE TO BE FOLLOWED IN THE EVENT OF CANCELLATION OF CLASSES.**

4. **CANCELLATION OF CLASSES - IN THE MORNING**

4.1 The Coordinator of Transportation will decide by 6:30 a.m., if he/she believes that, because of weather conditions, some or all schools should be cancelled.

4.2 The Coordinator of Facilities Management will decide by 6:30 a.m. if a school should be cancelled due to being unfit for occupancy, and notifies the Coordinator of Transportation.

4.3 Communication procedures will be as follows:

   a) If the radio announcement specifies: “Classes are cancelled for all students of the Cape Breton-Victoria Regional School Board”, then Central Office and Operational Services employees MUST report to work.

   b) If the radio announcement specifies: “School for all students and all School Board employees of the Cape Breton-Victoria Regional School Board is cancelled today”, then NO employees are required to report to work.

   c) If school is to be cancelled in specific geographical areas, schools affected will be announced.

   d) The Cape Breton-Victoria Regional School Board website will be updated with the message required as well as the Cape Breton Post website. A message will be recorded on phone number 1-888-320-8181 of the information regarding school closure with one of the above statements.

4.4 When necessary, the opening of the Main Office, George Street, the Operations Services Building and the Staff Development Centre will be delayed to a later morning time. In this case, the radio announcement will indicate a late opening. All employees affected will have their regular start time delayed by 3 hours. Operational Services employees who have already arrived at work are expected to complete their shift as scheduled.

5. **CANCELLATION OF CLASSES DURING THE SCHOOL DAY**

After classes have started for the morning and it becomes apparent that, because of serious weather conditions or because of building conditions school should be cancelled, the following procedure will be used:
5.1 The Coordinator of Transportation or the Coordinator of Facility Management will notify the Coordinator of School Services as soon as possible, that some or all schools will be cancelled. The Coordinator of School Services' office will notify appropriate schools of this cancellation of classes. **It is the responsibility of each principal to see that arrangements have been made for all students before the dismissal of his/her staff.** The procedure for school closure will follow the normal procedure with regards to media notification.

5.2 **Private Conveyance:** It is the responsibility of the principal of the school to get in touch, as soon as possible, with such private conveyance operators that are involved with his/her school. Transportation of these students should start at once.

**Policy Review**

This policy will be reviewed by the Director of Operational Services within three years from the authorization date.

**Distribution**

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