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**Procedures for Storm Closures, Bus Cancellations
and Other Emergencies**

It is the intent of the St. James-Assiniboia School Division to provide educational services to children in the Division on every regularly authorized school day if possible. In the event of emergencies or extreme circumstances, the Superintendent/Chief Executive Officer may decide to close all or specific schools and/or discontinue bus service in whole or in part due to severe weather or snowstorms, adverse road conditions and/or other emergencies, if it is in the best interests of the children that such action be taken.

A. School Closure

In the event of extremely adverse circumstances, including severe storm days, the Superintendent/Chief Executive Officer may decide to close all or specific schools. The Superintendent/Chief Executive Officer shall arrange for publication of the information as early as possible in accordance with the Metro Superintendents Snowstorm protocol as outlined in the division's Emergency Procedures Handbook.

The Chair and Vice Chair of the Board will be asked to notify fellow trustees of the decision to close schools and the Superintendent/Chief Executive Officer shall arrange for immediate notification of the Supervisor, Transportation and principals of schools. Principals shall, in turn, endeavour to notify their staff members accordingly. Division Administration shall follow procedures in the division's Emergency Procedures Handbook for informing other division staff members.

The Supervisor, Transportation will be responsible for informing Division bus drivers of the decision as well as managers of contracted services.

In the event of closure of schools, in accordance with Manitoba Education requirements, the School Closure Notification Form FB114N will be completed and forwarded to the Minister of Education, advising of the incidental school closure and requesting authorization of the days closed for grant purposes.

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1. Phoenix Elementary School

In the event that blizzard conditions are determined by Environment Canada, the following criteria will be considered in the closing of Phoenix Elementary School:

- TransCanada West Highway closure at Headingley Weigh Station.

Closure of Phoenix Elementary School will be at the call of the Superintendent/Chief Executive Officer.

B. School Bus Cancellation

The following is an outline of procedures for discontinuing bus service during adverse weather conditions including extremely cold weather, or other emergencies when buses are unable to be operated. The safety of students will be the primary consideration in cancelling bus transportation.

1. Criteria for Consideration

The Superintendent/Chief Executive Officer will consider the following criteria when considering School Bus Cancellation:

- **Extremely Cold Weather**

Cancellation of school bus service will occur when the ambient temperature is equal to or colder than -35°C (or -45°C with windchill).

- **Hazardous Weather/Road Conditions**

Blizzard warnings
Ice-covered roads and/or snow-blocked roads
Any other weather condition that may put students at risk

- **Other Emergencies**

Should any other emergency arise, the Superintendent/Chief Executive Officer will determine if bus transportation should be cancelled.

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2. Individual Route Cancellations

The bus driver has the authority to cancel bussing on a particular route due to unsafe road conditions or any condition that puts the safety of the students at risk. The bus driver will inform the Supervisor, Transportation immediately of any such cancellation.

3. Procedures for Bus Cancellation**a. Weather Related Cancellations:**

- i) The Supervisor, Transportation consults Environment Canada for a report on weather conditions.
- ii) The Supervisor, Transportation contacts the Superintendent/Chief Executive Officer and a decision will be made based upon relevant information. An attempt will be made to make a decision to cancel bussing before 0630 hours.
- iii) The Superintendent/Chief Executive Officer will contact designated radio stations and inform them of the cancellation of bus transportation for the division. All parents, students and staff should be notified in this manner before 0700 hours.

b. Other Emergencies:

The Supervisor, Transportation will follow the notification procedures as outlined for weather-related cancellations.

c. Individual Route Cancellations

The bus driver will advise the Supervisor, Transportation of the situation. In the event the route is cancelled, the Supervisor, Transportation will ensure that all parents/guardians on the route are notified of the cancellation. The Supervisor, Transportation will notify the affected schools.

d. Reporting and Follow-up

The Supervisor, Transportation will submit a report to the Superintendent/Chief Executive Officer when bus transportation is cancelled.

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4. Procedures for Storm Billeting

Division policy requires that all bus students in the rural Headingley area have storm billets. In the event that busses are unable to run, schools will follow the following procedures for billeting of students:

- a. All students will remain in school until the normal dismissal time unless picked up by either a parent or storm billet. Parents may authorize their child to be released to another parent by telephone.
- b. Schools will advise storm billets by telephone that busses are not running and that students will be sent to their homes after school is dismissed. Billets may be asked to specify how they want students to get to their homes.

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