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| Administrative Procedures Manual | Administrative Procedure 132 |
| | Inclement Weather and Other Emergencies |
| | APPROVED: September 1, 2013 |
| Page 1 of 3 | AMENDED/REVIEWED: September 2019, December 2020 |
| LEGAL REFERENCE: | Section 11, 33, 52, 53, 196, 197, 222, 225 Education Act Employment Standards Act |

Background

Decisions regarding the operation of schools during inclement weather and other emergencies must address the safety of students and staff.

Procedures

1. Schools shall remain open as established in the Division’s school year calendar, with the following exceptions:
 - 1.1 Emergency situations such as a failure in heating systems, broken water mains, leaking gas, etc. shall be reported immediately to the Secretary-Treasurer and the Superintendent. If the situation cannot be resolved immediately, principals are authorized to take such action as required.
 - 1.2 Other situations deemed by the Principal to be a detriment to the safety and well-being of students and staff.

2. Early in each school year, Principals are directed to advise parents of the following:
 - 2.1 Public announcements regarding closure of Peace Wapiti or Grande Prairie and Division Catholic schools do not necessarily apply to Grande Prairie Public School Division schools.
 - 2.2 Should Grande Prairie Public School Division schools be required to close, as allowed by this Administrative Procedure and the Emergency Procedures Manual (located in hard copy at the school office and on [Hour Zero](#).) public announcements will be arranged by the Superintendent.
 - 2.3 Principals and staff will determine procedures as to how students will be accommodated and then transported home.
 - 2.4 Parents are not required to send their children to school if, in their judgment, weather conditions are detrimental to the safety or well-being of their children.

3. In the event that the cancellation of transportation services to students is required, the following procedures will be standard for all Division schools:
 - 3.1 Unless otherwise directed by the Principal, teachers shall be responsible for the direct supervision and instruction of their assigned classes.
 - 3.2 Teachers are to exercise their own judgment as to whether the presentation of new material to the students present in their classes will place the students absent at a distinct disadvantage in regards to the level of achievement of the objectives of the course of studies.

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- 3.2.1 If new material is presented to students that are able to attend, teachers shall make provision for other students to attain the objectives of the material missed during their absence.
- 3.2.2 Individual circumstances will dictate the appropriate procedures: i.e. work sheets, individual instruction, homework assignments, etc.
- 3.3 If, in the opinion of the teacher, a significant number of students are absent, teachers may present lessons for review, practice, remediation or enrichment.
 - 3.3.1 In addition to being the recipients of such lessons, students can work independently of other students in shops or other classrooms on individual projects or assignments.
 - 3.3.2 The kind of lesson or activity will depend upon the individual circumstances and the subject area involved.
- 3.4 Principals are to exercise their own judgment in respect of the application of the attendance policies and procedures in their schools.
- 4. Inclement weather may affect the availability of student bus transportation.
 - 4.1 Buses will not operate if the temperature in Grande Prairie at 6 a.m. is -40 Celsius or colder; -45 Celsius with windchill. The temperature and windchill measure will be obtained from the Environment Canada website.
 - 4.2 If inclement weather is present at 6 a.m. and the criteria in 4.1 has not been met, the Superintendent may cancel student bus transportation if the Superintendent determines that providing student transportation would not be in the best interest of the students' safety.
 - 4.3 The criteria in 4.1 also applies to scheduled bus transportation for sports events and field trips for the day in question.
 - 4.4 In the event of the cancellation of student bus transportation as per 4.1, announcements of the cancellation will be posted on the following communication channels.
 - 4.4.1 The Division [Transportation Alerts Web Page](#)
 - 4.4.2 Email notification to subscribed users of the Division Transportation Alerts Web Page
 - 4.4.3 Alerts sent via FirstView App for affected schools and routes
 - 4.4.4 Notification via local radio stations
 - 4.5 If a cancellation has occurred as a result of 4.1, the Director of Operations and Maintenance or designate will communicate via an email no later than 6:30 a.m. to all Principals informing them of the cancellation.

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- 4.6 If weather conditions deteriorate during the day, the Superintendent may make a decision to direct the Director of Operations to have the Transportation Contractor provide student transportation home earlier than the end of the normal school day. In this event, the Principals will send notification to all school families.