



Cancellation of School and Board Administrative Operations

Date Approved: February 2011

The Hamilton-Wentworth District School Board is committed to providing a safe learning and working environment for its students and staff.

1.0 Cancellation of All School and Board Administrative Operations Before the Commencement of School and Board Administrative Operations

Severe Weather Conditions – Severe weather across the District or in any part of the District may result in the cancellation of transportation services to the entire District. If the weather is severe enough, the General Manager of the Hamilton-Wentworth Student Transportation System will advise the Director or Designate of the road conditions and weather conditions. The Director of Education or Designate will then decide whether or not to cancel all school and board administrative operations. If the conditions are determined to be unsafe, The Director of Education or Designate will then inform Corporate Communications and the General Manager of Hamilton-Wentworth Student Transportation System of the cancellation of all school and board administrative operations. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. The Director or Designate will make every effort to cancel all school and board administrative operations by 6:00 a.m.

Prolonged Hydro Interruption – Prolonged hydro interruption across the District may result in the cancellation of all school and board administrative operations across the entire District. If the interruption of hydro services is anticipated to be prolonged, The Director of Education or Designate will then inform Executive Council, Corporate Communications and the General Manager of Hamilton-Wentworth Student Transportation System of the cancellation of all school and board administrative operations. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. Child care centres will normally remain open until their usual closing time. The Director or Designate will make every effort to cancel all school and board administrative operations by 6:00 a.m. in order to inform the media by 6:30 a.m.

City-Wide Emergency – A city-wide emergency situation may result in the cancellation of transportation services to the entire District. If the City of Hamilton declares a city-wide emergency, The Director of Education or Designate will then inform Executive Council, Corporate Communications and the General Manager of Hamilton-Wentworth Student Transportation System of the cancellation of all school and board administrative operations. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. Child care centres will normally remain open until their usual closing time. The Director or Designate will make every effort to cancel all school and board administrative operations by 6:00 a.m. in order to inform the media by 6:30 a.m.

2.0 Cancellation of All School and Board Administrative Operations After the Commencement of School and Board Administrative Operations

Severe/Worsening Weather Conditions – Severe/worsening weather across the District or in any part of the District may result in a recommendation to cancel all school and board administrative operations and to dispatch transportation services to schools across the entire District. If the weather has become very severe, The Director of Education or Designate will then decide whether or not to cancel all school and board administrative operations. If the conditions are determined to be unsafe, The Director of Education or Designate will then inform Executive Council, Corporate Communications and the General Manager of Hamilton-Wentworth Student Transportation System of the cancellation of all school and board administrative operations. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. Child care centres will normally remain open until their usual closing time. The Director or Designate will make every effort to cancel all school and board administrative operations by 11:00 a.m. Normally, the Director or Designate will not cancel school operations after 11:00 a.m.

Prolonged Hydro Interruption – A prolonged hydro interruption across the District may result in a recommendation to cancel all school and board administrative operations and to dispatch transportation services to schools across the entire District. If the interruption of hydro services is anticipated to be prolonged, The Director of Education or Designate will then inform Executive Council, Corporate Communications and the General Manager of Hamilton-Wentworth Student Transportation System of the cancellation of all school and board administrative operations. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. Child care centres will normally remain open until their usual closing time. The Director or Designate will make every effort to cancel all school and board administrative operations by 11:00 a.m. Normally, the Director or Designate will not cancel school operations after 11:00 a.m.

City-Wide Emergency - A city-wide emergency situation may result in a recommendation to cancel all school and board administrative operations and to dispatch transportation services to schools across the entire District. If the emergency situation warrants, the Director of Education or Designate will then inform Executive Council, Corporate Communications and the General Manager of Hamilton-Wentworth Student Transportation System of the cancellation of all school and board administrative operations. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. Child care centres will normally remain open until their usual closing time. The Director or Designate will make every effort to cancel all school and board administrative operations by 11:00 a.m. Normally, the Director or Designate will not cancel school operations after 11:00 a.m.

2.1 Cancellation of School Operations After the Commencement of School Operations

Once school operations commence, every effort will be made to dismiss students at their normal dismissal time. The Director of Education or Designate will advise the Cluster Superintendent, who will inform cluster principals by e-mail, phone or fax that school operations will be cancelled. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”. The principal will inform staff and students. The principal will implement the School Cancellation Student Contingency Plan.

The principal and an adequate number of staff members, including the caretaker will remain at school to ensure the security of the building and until reasonably assured that all students have had an opportunity to arrive home safely. The Board will suspend the Arrivals Check Policy when school operations have been cancelled.

2.2 School Cancellation Student Contingency Plan

It is the duty of the principal to prepare, by the end of September each year, a School Cancellation Student Contingency Plan that will provide for the care and safety of students. The plan should include procedures for an emergency early dismissal and procedures regarding any other issues that would need to be addressed including a communication plan for parents.

By the end of September, and as new students enroll; the principal shall inform parents, in writing (newsletter/website), about the School Cancellation Student Contingency Plan. Principals will help keep parents prepared for this situation by providing regular newsletter/website updates about the contingency plan during the winter months.

The principal will provide the following statement to parents: “It is the parents’ responsibility to decide whether or not it is safe for their child/ren to attend school. It is the responsibility of parents to arrange alternative arrival plans if their child/ren cannot go home during an unscheduled school cancellation. The parent is expected to clearly explain the alternative to the child and to inform the school, in writing of the alternative arrangements. Parents are requested to provide the school with any changes to these arrangements throughout the school year.”

The plan will advise parents to check the following sources for current emergency information:

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| KLITE FM | 102.9 FM |
| CJXY-Y108 FM | 107.8 FM |
| CHAM | 820 AM |
| CHML | 900 AM |
| Oldies 1150 | 1150 AM |
| WAVE 94.7 | 94.7 AM |
| CKPC Brantford | 1380 AM or 92.1 FM |

CHTV Hamilton

www.hwdsb.on.ca

3.0 Cancellation of Individual School or Individual Board Administrative Operations Before the Commencement of School and/or Board Administrative Operations

Loss of Power and/or Water – Principals, managers or supervisors must contact their respective supervisory officer and their respective Area Supervisor to inform them of the loss of power and/or water. The Area Supervisor will contact the appropriate utility company to attempt to determine the length of time that will be required to remedy the problem. The supervisory officer will advise the Director of Education or Designate who will decide whether to cancel operations at the facility. The Director of Education or Designate will notify the supervisory officer who will notify the principal, manager or supervisor of the decision. In the event that the Cluster Superintendent notifies a principal to cancel school operations, the Cluster Superintendent will inform the General Manager of Hamilton-Wentworth Student Transportation System and Corporate Communications. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”.

Gas Leak – Upon suspecting a gas leak principals, managers or supervisors must ensure that students and/or staff have evacuated the building, must call 911 and must ask for Fire Department assistance. Principals, managers or supervisors must contact their respective supervisory officer and their respective Area Supervisor to inform them of the suspected gas leak and the evacuation. The Area Supervisor will contact the appropriate utility company to attempt to determine the length of time that will be required to remedy the problem. The supervisory officer will advise the Director of Education or Designate who will decide whether to cancel operations at the facility. The Director of Education or Designate will notify the supervisory officer who will notify the principal, manager or supervisor of the decision. In the event that the Cluster Superintendent notifies a principal to cancel school operations, the Cluster Superintendent will inform the General Manager of Hamilton-Wentworth Student Transportation System and Corporate Communications. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”.

Localized Emergency Situation – In the event that the City of Hamilton declares an emergency situation in a localized area within the District, principals, managers or supervisors must contact their supervisory officer to inform them of the emergency situation. The supervisory officer will advise the Director of Education or Designate who will decide whether to cancel operations at the facility. The Director of Education or Designate will notify the supervisory officer who will notify the principal, manager or supervisor of the decision. In the event that the Cluster Superintendent notifies a principal to cancel school operations, the Cluster Superintendent will inform the General Manager of Hamilton-Wentworth Student Transportation System and Corporate Communications. Corporate Communications will inform the community by contacting the media, the City of Hamilton, school-based child care providers and by posting cancellation information on the website and on a School Cancellation “Hotline”.

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The principal will implement the School Cancellation Student Contingency Plan in the event that the Cluster Superintendent notifies the principal to cancel school operations. The principal and an adequate number of staff members, including the caretaker will remain at school to ensure the security of the building and until reasonably assured that all students have had an opportunity to arrive home safely. The Board will suspend the Arrivals Check Policy when school operations have been cancelled.

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The principal will implement the School Cancellation Student Contingency Plan in the event that the Cluster Superintendent decides to cancel school operations. The principal and an adequate number of staff members, including the caretaker will remain at school to ensure the security of the building and until reasonably assured that all students have had an opportunity to arrive home safely. The Board will suspend the Arrivals Check Policy when school operations have been cancelled.

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5.0 Glossary of Terms

Severe Weather: Conditions such as ice, fog, rain, sleet, snow, extreme temperatures and/or wind that are severe enough to raise concerns for the safety of students and staff travelling to and/or from school.

Prolonged: An interruption of service that is confirmed to be so long that, in the judgement of the Director or Designate/Members of Executive Council, school and/or board administrative operations cannot continue.

Parent: “Parent” has the same legal meaning as guardian.

Board Administrative Operations: Departments whose members’ workplace is the Education Centre, Ancaster Memorial Building, Maple Lane Learning Centre, Crestwood, Vincent Massey and/or Red Hill.

Supervisory Officer: A member of Executive Council with service department supervisory responsibilities.

Cluster Superintendent: A member of Executive Council with school supervisory responsibilities.

Emergency Situation: A situation that the City of Hamilton determines to be so significant that they declare an emergency either across the city or in a localized area of the city. Example: a chemical or hazardous material leak/spill.