

# HWDSB

## ■ INTERNAL MEMO

<b>DATE:</b>	November 1, 2018
<b>TO:</b>	Elementary Principals and Vice-Principals; Secondary Principals and Vice-Principals; Executive Council.
<b>FROM:</b>	Communications and Community Engagement
<b>SUBJECT:</b>	Severe weather processes

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### MESSAGE:

With winter coming, we remind staff about how HWDSB makes decisions on cancellation during severe weather. Below, you will find the policy, procedure, video link and infographic for your understanding and use with your school communities.

#### **Inclement Weather and Board Cancellations Policy**

<https://bit.ly/2zhaDWS>

HWDSB is committed to ensuring the safety and well-being of all students and staff. Inclement weather, extreme temperature, emergency condition, or a City of Hamilton emergency may occasionally result in the delay or cancellation of transportation services and/or the closure of schools.

#### **Cancellation of School and Board Administrative Operations Procedure**

<https://bit.ly/2qn83L3>

HWDSB is committed to ensuring the safety and well-being of all students and employees. Therefore, inclement weather, extreme weather, emergency condition, or a City of Hamilton emergency may occasionally result in the delay or cancellation of transportation services and/or the closure of schools. HWDSB strives to ensure that all schools and workplaces are open every instructional/operational day to meet the needs of students and the community.

#### **Video – Communications to Post on school websites**

[www.youtube.com/watch?v=WMkROsXELFY](http://www.youtube.com/watch?v=WMkROsXELFY)

#### **Infographic – Schools can share in newsletters**

<http://www.hwdsb.on.ca/wp-content/uploads/2017/12/Weather-Cancellation-Infographic.pdf>

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### Winter Weather

#### Bus cancellations and school closures

##### How does HWDSB decide on bus cancellations and school closures?

- When bad weather is expected, Hamilton-Wentworth Student Transportation Services (HWSTS) carriers check weather reports, road conditions and road clearing, starting as early as 4 a.m.
- Based on this information, the Director of Education makes the decision in conjunction with Hamilton-Wentworth Catholic District School Board.



##### When do we make decisions?

HWDSB will announce the cancellation of school and board operations by 6 am based on the best information at the time.

##### The HWDSB Rule:

Inclement weather  
+ Bus cancellation  
= No school

When HWDSB cancels busing due to inclement weather, we have deemed the roads unsafe and this triggers the closure of schools. Some boards have different procedures.



##### What's the rule for extreme cold?

In extreme cold, buses may not start or run as expected and HWDSB may need to cancel transportation. But this **does not** automatically mean that schools will close. In 2014, Trustees gave the Director (or designate) the discretion to keep schools open when busing is cancelled due to extreme cold.



##### Where do I find cancellation information?

We will share this announcement in a variety of ways:

- The HWDSB website [www.hwdsb.on.ca](http://www.hwdsb.on.ca)
- HWDSB's Twitter account [www.twitter.com/HWDSB](https://twitter.com/HWDSB)
- HWSTS website [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca)
- Local media outlets:  
*CBC Hamilton, C131 TV, CHML, CKPC, Brantford, Hamilton Community News, Hamilton Spectator.*



Families always  
have a choice

A school cancellation is a tough decision – and some families may disagree with HWDSB's call. Families can always make the choice they feel is best when it comes to sending their child to school.