

	<b>POLICY NO: 2.2</b>
Adopted	2019, 2022
Projected Review Date	2026
Revisions	2022, 2025

## POLICY: BOARD AND SCHOOL CANCELLATION OF OPERATIONS

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### PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring the safety and well-being of all students and staff. Emergency condition which may include inclement weather, extreme temperature, a safe schools emergency, or a City of Hamilton emergency may occasionally result in the delay or cancellation of transportation services and/or the closure of schools.

### GUIDING PRINCIPLES:

- The decision to close schools and/or cancel board operations shall be at the discretion of the Director of Education or designate.
- The decision to cancel student transportation services will be made by the Director of Education or designate in consultation with the Director of Hamilton-Wentworth Catholic District School Board and the General Manager of the Hamilton-Wentworth Student Transportation Services (HWSTS).
- Decisions are made in the interest of safety for students, staff and bus drivers.
- HWDSB covers a large geographic size that may experience varied weather patterns. HWDSB will make system-wide decisions regarding transportation or closure of schools and board operations, except in the case of extreme temperature and emergencies as defined in the terminology section.
- HWDSB will communicate the cancellation of regular transportation services and/or the closure of schools and board operations, due to inclement weather, extreme temperature, emergency conditions, a safe schools emergency, City of Hamilton emergency, or any other reason. HWDSB will share this communication with parents, students and staff.
- Parents/guardians may, at their own discretion, always choose whether it is safe for their children to attend school.

### INTENDED OUTCOMES:

To ensure the safety of students, staff, bus drivers and other building occupants where events result in instances of inclement weather, extreme temperature, emergency conditions, safe schools emergency or City of Hamilton emergencies.

**RESPONSIBILITY:**

Director of Education or designate  
Members of Executive Council

**TERMINOLOGY:**

City of Hamilton Emergency: Any situation within the city limits of Hamilton where the City of Hamilton has officially invoked its Emergency Plan.

Emergency Condition: A breakdown in essential services, such as, but not limited to hydro, heat and/or water, or other conditions whereby the safety of students, staff and other building occupants would be compromised.

Extreme Temperature: Weather that does not warrant the declaration of an inclement weather day. Extreme temperature includes but is not limited to extreme cold weather with wind chill or extreme hot weather with high humidex.

Inclement Weather: A day where road or weather conditions make it dangerous to safely operate a school bus or private vehicle.

Safe Schools Emergency: A situation where the safety of students and staff is at risk because of a serious violent threat or violent incident that is ongoing.

**ACTION REQUIRED:**

The decision to cancel school and Board administrative operations is difficult to make. Therefore, the decision to remain open or close is always made with the safety and security of students, staff and bus drivers in mind. Inclement weather days will always result in cancellation of school and board operations, as well as transportation.

Board staff will maintain procedures surrounding:

- The decision to cancel all school and board operations and transportation.
- The decision to cancel individual school or board operations.
- The decision to cancel individual school operations due to extreme hot weather with high humidex.
- The decision to cancel transportation due to extreme cold temperatures.

**PROGRESS INDICATORS:**

<b>Intended Outcome</b>	<b>Assessment</b>
To ensure the safety of students, staff, bus drivers and other building occupants where events result in instances of inclement weather, extreme temperature, emergency conditions, safe schools emergency or City of Hamilton emergencies.	This policy will be monitored through the Hamilton-Wentworth Student Transportation Services Annual Transportation Consortium Update provided to the Board of Trustees each fall. The Director or designate will communicate board or school closures to the Board of Trustees annually to stakeholders.

**REFERENCES:**

**Government Documents**

Education Act – 19(1)