



## Directive on closing of Schools and Adult and Vocational Education centres

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| <b>Department responsible:</b><br>General Administration         | <b>Approved by:</b><br><br>_____                                   |
| <b>Effective date:</b><br>January 1 <sup>st</sup> , 2003         | <b>Amended:</b><br>January 1 <sup>st</sup> 2006 and March 19, 2013 |
| <b>Reference:</b><br>Policy #: CC 2001/02-31 and CC 2012/2013-34 | <b>Budgetary code:</b>   |

***Underlined article numbers identify provisions already adopted by the Council of Commissioners***

The administrations of schools and Adult and Vocational and Vocational Education centres are authorized to declare the closing of their facilities when hazardous weather conditions constitute a serious risk for students and/or employees attempting to report to school or to return home, when a special event occurs or when the school or center are unusable for any other reasons.

### **1. Premises**

1.1            [purpose](#)    This directive is to set the rules pertaining to the closing of schools and Adult and Vocational education centres, due to weather conditions, funerals or any other reasons such as power failure, flood, fire, etc.

### **2. General principles**

2.1            [application](#)    The closing of one building for reasons other than weather conditions may not necessarily require the closing of all buildings.

2.2            [compensation](#)    Employees required to remain at work in the building(s) thus not closed are not entitled to any additional compensation in such cases.

2.3            [employees are required to report to work](#)    In the case of closure due to weather conditions, all employees are nonetheless required to report to work as usual, unless it is physically impossible to do so or unless venturing outside exposes the employee to a serious health risk or risk to his safety.

- 2.4 [factors to be considered](#) Any decision to cancel bus operations and/or close schools should take into consideration the following related factors:
- a) condition of the roads;
  - b) outside temperature;
  - c) wind chill factor; and
  - d) visibility (blowing snow, fog, etc.).
- 2.5 [information to be given](#) As soon as a decision is made regarding the partial or complete closing of a school or an Adult and Vocational Education Centre, the Director of the concerned facilities shall inform the population through the local FM station.
- The Centre Director will also notify the bus driver.
- 2.6 [presence at the school](#) It is the responsibility of each Centre Director to have someone at the school prior to and during normal opening time to ensure students who have not received the communication are able to access the facility until alternative arrangements can be made.

### **Procedure**

- 2A) [information sent to the head office](#) *The school administration shall inform the Director of Education Services or of Adult and Vocational Education, by telephone or by fax, of the partial or total closure of its school or centre.*

## **3. Cancellation of bus service for younger students only**

- 3.1 [application](#) On days where hazardous road conditions are deemed to exist, the Centre Director or in his absence the Principal, may decide to cancel the bus service for the younger grades who rely on the bus for transportation.
- 3.2 [classes canceled](#) Classes are cancelled for these younger students only.
- 3.3 [teachers obligations](#) Teachers at these levels remain on duty and should work on individual or group planning of classes, activities, etc.

## **4. Cancellation of classes for all students**

- 4.1 [application](#) On days where hazardous weather conditions are deemed to exist, the school administration may decide to cancel classes for all students.
- 4.2 [teachers](#) This day is converted into one of the floating pedagogical days or considered a teaching day if pedagogical days are all used up.
- 4.3 [other employees](#) Employees other than teachers also remain at work and are not entitled to any additional compensation in time or money.

## 5. Closing of the school for everyone

5.1 [application](#) When dangerous weather conditions are deemed to exist or for other reasons such as power failure, flood, etc., the school administration may, in consultation with the Education Committee for the regular sector, decide to close the school or the Adult and Vocational Education Centre for the safety of everyone.

5.2 [leave with pay](#) The teachers and the other employees are not required to work in case of closing of the school or centre, without prejudice or deduction from their salaries or banks of leave.

A teacher hired by the lesson is paid for any scheduled teaching period that has been cancelled due to a school closure beyond his control, and for which he/she was entitled to compensation.

### ***Procedure***

5A) [maintenance workers](#) *However, the maintenance workers remain on call in case of a building emergency and are required to inspect facilities at least twice during the 12 hour period when the weather allows it.*

## 6. Closing of the facilities when classes have begun

6.1 [employees absent from work](#) Employees who had not reported to work on days when the closing of the facilities happens when classes have begun, shall be deducted the hours during which they were not at work but the school was effectively open. Such deductions may be made from personal banks of leave.

## 7. Funerals

7.1 [closing](#) When a death occurs in a Community the following rules shall apply:

- a) the school administration may close the school for the time of the funerals to give the opportunity to everybody to attend the funerals;
- b) the students who are members of the immediate family of the deceased may be exempted from school for a period deemed appropriate.
- c) should the deceased be a student, an employee of the school or someone with an impact, the Director or the Principal may, after consultation with the Education Committee, close the school for the time deemed appropriate.

## 8. Other Services

- 8.1 [application](#) For power failure, water shortage or absence of other essential services, the school administration must contact Hydro-Québec or the municipality to inquire about the nature of the problem. If the nature is unknown and the school administration cannot get a confirmation that the services is to be re-established within 2 hours, it may dismiss the students for half a day or for a longer period if the problem is expected to last.

## 9. Authorization of the Education Committee

- 9.1 [consultation of the Education Committee](#) The school administration at the regular sector, before making any decision, should consult the President of the Education Committee in this respect and try to get his approval before taking any action.

### **Procedure**

- 9A) [Adult and Vocational education](#) *Although the Director of the Adult and Vocational Education Centre does not need any approval from the Education Committee, it is recommended that he contact the school administration at the regular sector before making a decision, in order to apply a consistent decision within the same community.*

## 10. Application of this directive

- 10.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

- 10.2 [responsibility](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director-General is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.