

REGULATION #5207.1

CANCELLATION OF CLASSES UNDER EMERGENT CONDITIONS

Classes may have to be cancelled at times for any of several reasons, for example:

- a) Power outage
- b) Failure of heating equipment
- c) Disruption of water services
- d) Inclement weather
- e) Other emergency situations (see [Policy #5208 – Critical Incident Procedures](#) and [Regulation #5208.1 – Critical Incidents](#))

1. EMPLOYEE RESPONSIBILITIES IN CASE OF CANCELLATIONS

It is important to note that when classes are cancelled at the discretion of the superintendent of schools for any of the above reasons, the school is closed for students only and all employees are expected to report for and/or remain at work unless otherwise instructed. Instructions for janitorial staff will come from the Manager, Service Operations. If the workplace is unsafe or unhealthy to work at, the principal or person in charge will contact the assistant superintendent, who will consult with the superintendent of schools. The superintendent of schools may close the school and relocate or send the employees home as appropriate. If the school remains closed the following day, a plan will be developed with district offices to address the problem.

Transportation Failure – Canadian Union of Public Employee, Article 8 Conditions of Employment – (8.26 Transportation Failure)

“It is the responsibility of all employees to make every effort to report for work. Where an employee is unable to report to work due to the failure of public transportation systems or general road closures, a leave without loss of pay will be provided for up to one (1) day of regularly scheduled hours. In order to qualify for such leave an employee must report for work as soon as circumstances permit and the employee will provide a written explanation detailing the cause of the absence.”

Transportation Failure – Surrey Teachers’ Association G.21.4 Personal Need Leaves – (k. Transportation Failure)

“Where an employee is unable to report for duty because of a breakdown in public transportation services normally used by the

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employee or because of closure of public services (e.g., roads), leave will be granted with no loss of pay for up to a full day's absence, providing:

- a) The employee reports for duty as soon as circumstances permit.
- b) If requested, the employee provides a written explanation detailing the cause of the absence. In the event of failure to provide such statement, salary will be deducted for the full period of absence.
- c) No salary will be paid for absence in excess of one (1) day resulting from breakdown or closure of local transportation facilities or services.
- d) No salary will be paid in the case of absence resulting from breakdown of personal vehicles or transportation failure experienced while on holidays or on other personal business.”

In the event conditions prevent an employee from reporting to work, i.e., neither private nor public transit is able or available to transport the employee, the employee is expected to contact his/her supervisor.

2. PRIOR NOTICE TO BE SENT HOME – ALL SCHOOLS

Principals are to send home a notice at the beginning of each school term to advise parents they should listen to radio stations CKNW (980 AM or cknw.com), News 1130 (1130 AM or news 1130.com) or CBC (690 AM or cbc.ca/bc), for information about cancellation of classes.

Note: The Manager, Communication Services, should annually provide a recommended newsletter insert for sending home to elementary and secondary school parents containing information on radio stations to listen to in the event of cancellation of classes.

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3. DECISION TO CANCEL CLASSES PRIOR TO THE BEGINNING OF THE SCHOOL DAY

3.1. The principal, or the person in charge will:

- a) Discuss the problem(s) with the Director, Physical Plant & Transportation Services, or his/her designate.
- b) Discuss the problem with the Assistant Superintendent.
- c) Await a decision from the Superintendent of Schools regarding school closure.

3.2. If cancellation of classes is necessary, the Principal, or person in charge will:

- a) Contact the Manager, Transportation Services, to make necessary transportation arrangements.
- b) Request the Manager, Communication Services contact radio stations and ask they broadcast the cancellation of classes.
- c) Advise Human Resources staff at (604) 599-7496 or (604) 599-7446.

3.3. Secondary students with special needs (who come without parents/guardians/adult) and all elementary students are to be taken into the school as they arrive and are to be supervised until arrangements have been made with parents for the students to return home. Secondary students and students accompanied by parents should return home.

4. DECISION TO CANCEL CLASSES DURING THE SCHOOL DAY

Follow the same procedure as in 2 above except it is usually unnecessary to contact radio stations.

Note: Secondary students with special needs and all elementary students are to remain at the school and are to be supervised until arrangements have been made with parents for the students to return home. Secondary students should return home.

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5. REOPENING A SCHOOL

5.1 When Closed Due to Weather

The Director, Physical Plant & Transportation Services, or his/her designate, is accountable to advise the operations managers of both the City of Surrey and City of White Rock of the date and time of re-opening schools in the school district which have been closed due to inclement weather conditions, to permit early clearing of roads fronting schools, once that decision has been confirmed by the superintendent of schools.

The principal, or the person in charge should notify the Manager, Communication Services.

5.2 When Closed for Other Reasons

The principal, or the person in charge, is accountable to ensure appropriate communication is in place when re-opening an individual school.

The principal, or the person in charge, must ensure that services such as water, gas, electricity, heating-air conditioning equipment, are reactivated by qualified maintenance personnel.

The principal, or the person in charge should notify the Manager, Communication Services.

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