

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

MEMORANDUM # 69

2013-2014

VIA E-MAIL

TO: ALL PRINCIPALS AND VICE-PRINCIPALS

FROM: SUPERINTENDENTS OF EDUCATION

DATE: OCTOBER 24, 2013

RE: **M04: INCLEMENT WEATHER - EMERGENCY SCHOOL CLOSINGS**

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Please review the Inclement Weather Procedures as outlined in the Policy Manual - "INCLEMENT WEATHER - EMERGENCY SCHOOL CLOSINGS".

The above policy/procedure is located in the Policy Manual under Policy Code - Section 01 - A.03.

**PLEASE NOTE:**

1. Please distribute copies of Parent Letters regarding Inclement Weather as soon as possible. Copies in Portuguese, Spanish, and Polish are attached.
2. All schools will remain open even though transportation may be cancelled. The decision to close schools will be made by the Director or her designate. In the event that schools are to be closed, any announcement from the Director to that effect will be specific and state that all schools are to be closed.
3. All school closures and/or transportation cancellations will be announced on the following TV/ radio stations as well as the Board's website and Twitter/Facebook accounts.

Hamilton Area:

900 CHML/Y108 FM/95.3 FM  
Oldies 1150 (CKOC)/K-Lite 102.9 FM/820 CHAM  
KX 94.7 FM

TV

CHCH TV Morning Live (Channel 11)

Board Website

[www.hwcdsb.ca](http://www.hwcdsb.ca)

Twitter Account

<https://twitter.com/HWCDSB>

Facebook Account

[www.facebook.com](http://www.facebook.com)

The Hamilton Spectator  
[www.thespec.com](http://www.thespec.com)

CBC Hamilton  
[www.cbc.ca/hamilton](http://www.cbc.ca/hamilton)

4. In order to achieve consistency in the region, it is anticipated that we may be able to coordinate school bus transportation with our co-terminous Board (Hamilton-Wentworth District School Board) ie., close our schools in Hamilton in concert with the Hamilton-Wentworth District School Board.
5. The policy allows for school dismissal by the Principal during the school day. This decision should be first discussed with the appropriate supervisory officer and the transportation department. In the event of dismissal, the communications officer should then be informed. All contact with the media related to school closure or early dismissal will be done through **Marnie Jadon, Communications Officer (or in her absence, the Director's Office)**. Please do not contact the media about such dismissals. After all students are safely dismissed, the Principal should dismiss all staff, including the secretary and the custodial staff, upon completion of the normal closing procedures.
6. If schools are closed, after hour use of schools is cancelled as well.
7. The Father Kennedy Catholic Education Centre will remain open at least until all schools are closed.

/hp  
Enc.

c.c. Director of Education  
Communications Officer  
Manager - Transportation Department

October 2013

**RE: INCLEMENT WEATHER - SCHOOL CLOSURE**

Dear Parents/Guardians:

When schools are closed or buses cancelled due to extreme weather conditions, details will be announced on the Hamilton-Wentworth Catholic District School Board website ([www.hwcdsb.ca](http://www.hwcdsb.ca)) and Hamilton-Wentworth Student Transportation Services website ([www.hamiltonschoolbus.ca/public\\_v2/index.aspx](http://www.hamiltonschoolbus.ca/public_v2/index.aspx)) as well as the following Hamilton and area media outlets:

900 CHML / VINYL 95.3 / Y108 FM  
CKOC 1150 / K-Lite 102.9 FM / CHAM 820  
CHCH TV Morning Live (Channel 11)  
CBC Hamilton [www.cbc.ca/hamilton](http://www.cbc.ca/hamilton)  
The Hamilton Spectator [www.thespec.com](http://www.thespec.com)  
Twitter <https://twitter.com/HWCDSB>  
Facebook [www.facebook.com](http://www.facebook.com)

Schools closures and bus cancellations will be posted on the HWCDSB and HWSTS websites and communicated to the local media by 7:00 a.m., whenever possible. If schools close early, the information will be posted on the HWCDSB and HWSTS websites and sent to the media for dissemination. In addition, each school will initiate its own procedures for notifying parents of early closures due to inclement weather.

We ask parents/guardians to take notice of the following guidelines:

- In the event of impending severe weather conditions, parents should consider the safety of their children in deciding whether or not to send them to school;
- Parents should stay tuned to Hamilton and area radio stations for weather reports and school board announcements;
- Parents who, in spite of bus cancellation, drive their children to school, should ensure that their children can get into the school and will be required to make the necessary arrangements for the safe return home of their children at the end of the day or in the event of an early closure. Buses which do not run in the morning will not run for the rest of the day;
- Phone calls to the school during severe weather conditions are to be made only in the case of extreme emergency;
- Parents shall be requested to provide the school with the name and telephone number of a neighbour alternate, (someone who lives in close proximity to the home) who would be willing to act on their behalf in the event that they cannot be reached.

Thank you for your assistance.

Yours truly,

Patricia Amos  
Director of Education

/hp

Octubre 2013

Asunto: Cancelacion de las clases por mal tiempo.  
Estimados Padres de Familia/Guardianes:

Cuando las escuelas se cierren y/o los autobuses se cancelen debido al mal tiempo, esta cancelacion e informacion adicional seran transmitidas por las siguiente estaciones de radio en el area de Hamilton:

Hamilton Area:

900 CHML/Y108 FM  
Oldies 1150 (CKOC)/K-Lite 102.9 FM  
820 CHAM/WAVE 94.7 FM

TV  
CH TV Morning Live (Channel 11)

Board Website – [www.hwcdsb.ca](http://www.hwcdsb.ca)  
Twitter – <https://twitter.com/HWCDSB>  
Facebook – [www.facebook.com](http://www.facebook.com)  
The Hamilton Spectator  
[www.thespec.com](http://www.thespec.com)  
CBC Hamilton  
[www.cbc.ca/hamilton](http://www.cbc.ca/hamilton)

Si los autobuses se cancelaron y las escuelas estan cerradas, este anuncio se transmitira por las estaciones de radio a la 7.00a.m. cuando sea esto posible.

Si las escuelas tienen que cerrar antes de la hora normal de la salida, se anunciara por medio de las estaciones de radio.

Adicionalmente, cada escuela iniciara sus procedimientos de notificacion a los padres, avisando que la escuela cerrara temprano debido al mal tiempo.

Pedimos a los padres de familia/guardianes:

- \* En el caso de tener muy severas condiciones del tiempo, los padres de familia deben pensar en la seguridad de sus hijos y decidir si los envian o no a la escuela;
- \* los padres de familia deberan sintonizar las estaciones de radio en el area de Hamilton para escuchar el reporte del tiempo y los anuncios de la junta administrativa de las escuelas;
- \* padres de familia quienes, a pesar de que los autobuses fueron cancelados, llevan a sus hijos a la escuela, deben asegurarse que sus hijos entran a la escuela y deberan hacer los arreglos necesarios para que estos puedan regresar seguros a su casa al fin del dia o a la hora que la escuela cierre en caso de mal tiempo.  
Los autobuses que se cancelan por la mañana se cancelan tambien por el resto del dia;
- \* en caso de mal tiempo llamen a la escuela unicamente en caso de emergencia.
- \* los padres de familia deberan dar a la escuela el nombre de algun vecino (alguien que viva cerca de su casa) quien pueda actuar en su ayuda en el caso de no poder contractarlos.

Gracias por su cooperacion.  
Atenciosaiment

Patricia Amos  
Director de Educacion  
/hp

Outubro 2013

**REF: MAU TEMPO - ENCERRAMENTO DA ESCOLA**

Caros Pais/Encarregados de Educação:

Sempre que as escolas fiquem encerradas ou as camionetas canceladas devido ao mau tempo, será anunciado nas seguintes estações de rádio e de televisão da área de Hamilton :

900 CHML/Y108 FM  
Oldies 1150 (CKOC)/K-Lite 102.9  
820 CHAM/WAVE 94.7 FM

TVCH TV Morning Live (Channel  
11)

Board Website – [www.hwcdsb.ca](http://www.hwcdsb.ca)

Twitter – <https://twitter.com/HWCDSB>

Facebook – [www.facebook.com](http://www.facebook.com)

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[www.thespec.com](http://www.thespec.com)

CBC Hamilton  
[www.cbc.ca/hamilton](http://www.cbc.ca/hamilton)

Se as camionetas não funcionarem assim como as escolas encerrarem, poderá escutar este anúncio por volta das 7 horas da manhã e sempre que possível será anunciado nas estações acima mencionadas. No caso das escolas fecharem mais cedo durante o horário escolar, as estações de rádio e de TV também farão este anúncio. Além disso, cada escola tomará as necessárias providências para notificar os pais de que a escola irá fechar mais cedo devido ao mau tempo.

**Pedimos aos pais/Encarregados de educação:**

- em caso de se prever uma tempestade, **os pais** devem ter em consideração o risco que as crianças podem enfrentar e, assim, decidir se devem ou não mandar os filhos para a escola;
- os pais devem ouvir com atenção as estações de rádio de Hamilton e arredores, para terem conhecimento da previsão do tempo e da decisão tomada pela Direcção Escolar;
- se as camionetas forem canceladas e os pais conduzirem os filhos à escola, devem certificar-se que as crianças entraram na escola e tomar as medidas necessárias para que tenham transporte de regresso a casa no fim do dia ou em caso da escola fechar mais cedo. As camionetas da escola quando ficam canceladas de manhã, ficam automaticamente canceladas para o resto do dia;
- nos dias de tempestade, os pais só devem telefonar para a escola em caso de grande urgência;
- os pais devem informar a escola do nome e telefone de uma pessoa que more próximo da escola e que esteja na disposição de ficar com as crianças em caso de não ser possível contactar os respectivos pais.

Muito obrigado pela vossa colaboração.

Atenciosamente,  
Patricia Amos  
Director Escolar

/hp

Pazdziernik 2013

### **ODNOSNIE ZAMKNIĘCIA SZKÓL Z POWODU ZŁYCH WARUNKÓW**

Drodzy Rodzice/Opiekunowie:

Informacje odnośnie zamknięcia szkół i odwołania kursowania autobusów szkolnych z powodu złych warunków atmosferycznych będą podawane przez niżej wymienione stacje radiowe przed 7:00 rano.

Hamilton Area:

900 CHML/Y108 FM  
Oldies 1150 (CKOC)/K-Lite 102.9  
820 CHAM/WAVE 94.7 FM

TVCH TV Morning Live (Channel  
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Board Website – [www.hwcdsb.ca](http://www.hwcdsb.ca)

Twitter – <https://twitter.com/HWCDSB>

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CBC Hamilton  
[www.cbc.ca/hamilton](http://www.cbc.ca/hamilton)

Wiadomości odnośnie skrócenia zajęć szkolnych będą również podane przez w/w stacje radiowe. Szkoły będą zawiadamiać rodziców we własnym zakresie.

Pragniemy zwrócić uwagę Rodziców/Opiekunów że;

- w razie zbliżających się niebezpiecznych warunków atmosferycznych rodzice są odpowiedzialni za bezpieczeństwo dzieci i podjęcie decyzji odnośnie wysłania dzieci do szkoły;
- rodzice powinni oczekiwać informacji odnośnie warunków atmosferycznych i decyzji w sprawie zamknięcia szkół podanych przez Wydział Oświaty;
- rodzice, którzy mimo odwołania kursowania autobusów szkolnych przywieźli dzieci do szkoły, są odpowiedzialni za sprawdzenie czy zajęcia odbywają się oraz za zapewnienie dzieciom bezpiecznego powrotu do domu po zakończeniu zajęć oraz w przypadku ich skrócenia. Ogłoszenie odwołania kursowania autobusów szkolnych z rana dotyczy całego dnia;
- w czasie złej pogody prosimy nie telefonować do szkoły (poza nagłymi przypadkami);
- rodzice proszeni są o dostarczenie do szkoły informacji odnośnie osoby z którą można nawiązać kontakt w ciągu dnia w razie ich nieobecności (osoba mieszkająca w pobliżu domu);

Dziękuję za współpracę.

Z poważaniem

Patricia Amos  
Kurator Oświaty

/hp