



**Date:** May 22, 2024 **Agenda Item:** 8.6

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services

**Governance Policy:** [Policy 225: Role of the Board](#)  
[Policy 320: Inclement Weather](#)

**Additional Reference:** [Policy 700 - Superintendent of Schools](#)

**Assurance Domain:** Governance  
Local & Societal

**Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Building Effective Relationships  
School Authority Operations and Resources  
Visionary Leadership

**Subject:** **Administrative Procedure 255: Inclement Weather and Outdoor Air Quality Decisions for Schools**

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**Purpose:**

For information.

**Background:**

Attached for Trustee information is *Administrative Procedure 255: Inclement Weather and Outdoor Air Quality Decisions for Schools*.

In order to support the Board’s belief in the safety and well-being of all Sturgeon Public students at school during inclement weather, AP255 has been reviewed and additional wording has been added to address Outdoor Air Quality.

Administration is prepared to respond to questions at the May 22, 2024, Public Board meeting.

**Attachment(s):**

1. Administrative Procedure 255: Inclement Weather and Outdoor Air Quality Decisions for Schools - Tracked Changes

## Administrative Procedure 255

# Inclement Weather and Outdoor Air Quality Decisions for Schools

Responsible Administrator: ~~Deputy Associate~~ Superintendent Education Services

### PURPOSE

Careful planning is necessary to ensure the safety and well-being of all Sturgeon Public students at school during inclement weather.

### PROCESS

The Principal or designate shall be responsible for determining the need for suspension of recess and/or other student activities as a result of inclement weather.

### PROCEDURE

1. The Principal or designate is responsible during inclement weather to ensure they act in a reasonable manner and with full regard for the safety and well-being of all students.
2. The lowest temperature at which students will be required to go outside shall be -25 Degrees Celsius including wind chill and as determined by the Weather Network for the town/community.
3. The Principal shall establish provisions for students at school during inclement weather conditions. The provisions shall include:
  - 3.1 The designation of an area for students who are outdoors to use for periodic shelter when needed.
  - 3.2 Students will at all times be permitted access to washroom facilities.
  - 3.3 Sufficient adult supervision is provided to ensure student safety.
4. During instructional days when the Superintendent or designate suspends school bus transportation services as per Board Policy 320: Inclement Weather, the following procedures will apply:
  - 4.1 Teachers will not conduct examinations, nor introduce new learning outcomes.
  - 4.2 Student absences shall be deemed excusable and shall not affect the granting of credit in High School courses.
  - 4.3 Principals may change the school schedule and delegate duties to staff according to the number of students that arrive at school.
5. During instructional days when all of the buses are cancelled for a specific school, but not the entire division, the following procedures will apply:
  - 5.1 Teachers in the affected schools will not conduct examinations.
  - 5.2 Student absences shall be deemed excusable and shall not affect the granting of credit in High School courses.

5.3 Principals may change the school schedule and delegate duties to staff according to the number of students that arrive at school.

5.4 Transportation for events involving students from the affected schools shall be canceled. This includes the Jr High Interschool Sports Committee (ISC) sponsored events and competitions, even if other schools have buses running.

6. When the Air Quality Health Index (AQHI) value reaches 7 or greater, as reported by Environment Canada for the region closest to the school, all strenuous outdoor activities shall be cancelled. When the AQHI value reaches a 9 or 10, all outdoor activities shall be cancelled and windows closed.
7. When the outdoor temperature exceeds 30 degrees celsius, the principal shall monitor, and alter if need be, all outdoor activities. When the humidex reaches 45, all outdoor activities shall be cancelled.
8. The Principal of each school shall ensure that staff, students and parents are familiar with the provisions for keeping students safe during inclement weather.
9. The Principal shall include a copy of the provisions for keeping students safe during inclement weather in their school newsletter no later than November 1<sup>st</sup> of each school year.

**References:**

Board Policy: [320 Inclement Weather](#)

Admin Procedure: [305 SPS Emergency Preparedness Response Plan](#)

**History**

2020 Jan 29 Initial Approval

2022 Jan 12 Amended

2024 May 22, 2024