

**MEMO RE:** Elementary and Secondary Occasional Teachers - Inclement Weather and School Closure Procedures

**DATE:** November 14, 2022

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In the event of inclement weather and/or Board Office/school closures, please be advised of the following. School bus cancellations are posted on the Wellington-Dufferin Student Transportation Services website ([www.stwdsts.ca](http://www.stwdsts.ca)) by 6:30a.m. Please check the STWDSTS website for the most updated information.

### **Bus Cancellation Days**

When buses are cancelled, all elementary schools will remain open to students as usual, with the exception of Centre Peel P.S. and Kenilworth P.S., which will be closed to students. All secondary schools will remain open to students.

### **Bus Cancellation, Schools Open to Staff and Students**

As daily occasional teachers, you may be assigned to work at a school that has no bus service. If the school is still open to staff and students, you are expected to make every reasonable effort to arrive at your scheduled assignment. Consider road conditions and arrive safely. Please follow the process outlined below.

- 1) Arrive at school as assigned in Smart Find Express (SFE). No change in SFE.
- 2) If you cannot get to your assigned school safely, you have two options:
  - a) Go to a UGDSB school open to students near your home. Of note, you will continue to be compensated.
    - i) Contact your assigned school to get permission to go to the nearby school.
    - ii) No change in SFE (use the existing job #).
    - iii) Sign in at your nearby school.
  - b) Cancel out of the job in SFE. Payment for the assignment shall be determined in accordance with the Board's Inclement Weather Policy.
    - i) Use the "3-Inclement Weather" cancellation reason.
    - ii) Contact the assigned school; they need to know that you cannot get there.

## **Emergency Closure Days**

When the system or a school is closed *to staff as well as students*, do not report to school but be prepared to pivot to remote teaching. Do not accept new jobs at a location that is closed. All students in closed schools will pivot to remote learning for the day and will be supported by their teacher. All assignments remain in SFE as they were at the time of closure.

## **Questions?**

Contact the Smart Find Help Desk:

- Call (519) 822-4420 ext. 803
- Email [SmartFind@ugdsb.on.ca](mailto:SmartFind@ugdsb.on.ca)