



ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Inclement Weather Procedures for St. Louis Programming

Saturday Morning Programs

A decision to cancel Saturday programs will be made by the Director of Education, Superintendent, the Senior Manager of Facilities and the Principal (or designate). This decision will be made by 6:00am.

The Principal (or designate) will contact the affected program managers by email and phone if necessary, even if programs will run as normal if the day is in question.

Affected program Managers:

- International Languages
- Saturday Skills Builder
- Partnerships and Proposals

The Program Manager of Partnerships and Proposals will post the decision to cancel or to run as normal to St. Louis website followed by social media accounts with a link to the weather alert notice. This Program Manager will also send an e-mail to media contacts and the Senior Manager of Communications, informing them of the decision.

If programs are cancelled:

- Senior Manager of Facilities will call the Facility Services One Call line - (519) 578-3677 Ext. 5555 to inform the on-call facilities person of the closure. The Senior Manager of Facilities will ensure custodians and other facilities staff are notified.
- Program managers will contact their teaching staff by email to inform them of the cancellation.
- Teaching staff will e-mail their students/families and post a message to their VLE (where applicable) to inform them of the cancellation.

Proactive Communication

- Program managers will ensure staff/students/families are aware they should check email and the St. Louis website for possible cancellation notices.



Weekday Evening Programs

- A decision to cancel weekday evening programs will be made by the Director of Education, Superintendent, the Senior Manager of Facilities and the Principal (or designate). This decision will be made by 3:00pm.
- The Principal (or designate) will contact the affected program managers by email and phone if necessary (even if programs will run as normal if the day is in question).
- The Program Manager of Partnerships and Proposals will post the decision to cancel or to run as normal to St. Louis website followed by social media accounts with a link to the weather alert notice. In coordination with WCDSB Senior Manager of Communications, this Program Manager will also send an e-mail to media contacts and informing them of the decision.

If programs are cancelled:

- Senior Manager of Facilities will call the Facility Services One Call line - (519) 578-3677 Ext. 5555 to inform the on-call facilities person of the closure. The Senior Manager of Facilities will ensure custodians and other facilities staff are notified.
- Program managers will contact their teaching staff by email to inform them of the cancellation.
- Teaching staff will e-mail their students/families and post a message to their VLE (where applicable) to inform them of the cancellation.

Proactive Communication

- Program managers will ensure staff/students/families are aware they should check email and the St. Louis website for possible cancellation notices.



Sample Message for Saturday Morning:



Due to poor weather conditions, ***ALL St. Louis Saturday programs at ALL locations will be CANCELLED for Saturday, _____, 2023.*** Schools will be closed.

These programs include:

- *All International Languages – Elementary and Secondary programs at ALL locations*
- *Saturday Skills Builder morning program at St. Mary's High School and St. Benedict Catholic Secondary School locations.*

See you next Saturday, _____, 2023

In future, always check the St. Louis website <http://stlouis.wcdsb.ca> for cancellation messages.

For direct updates, subscribe to St. Louis Newswire (how to subscribe may be found at the bottom of <http://stlouis.wcdsb.ca> homepage.)

Or follow us on:



Twitter <https://twitter.com/StLouisWCDSB>



Facebook <https://www.facebook.com/stlouisalc>



Instagram <https://www.instagram.com/stlouisalc/>