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# Policy Series 800

## SUPPORT SERVICES

## Policy Series 800: Support Services

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## Policy 801: Support Service Goals

The Board recognizes that the process of educating students requires the support of many related services and programs. For those support services to be effective, service goals and objectives must be carefully developed and constantly evaluated to ensure they effectively meet student and the instructional-program needs. A list of Nelson House organizations is included in Appendix 3A and a more extensive list is also available on the [www.ncncree.com](http://www.ncncree.com) website.

## Policy 802: Safety Program

The Board intends to maintain a safe environment for all students, staff, or visitors using the school buildings or grounds. The Director of Education and his/her designate shall establish rules and regular inspection procedures needed for fire drills, building safety and using equipment, student transportation, and school playgrounds.

### Guidelines

1. Reference shall be made in teacher plans to procedures developed for an ongoing, preventative safety program in courses or areas of the school where accidents are likely to occur. At the start of each course, teachers are required to instruct all students regarding safe conduct and the proper and safe operation of all equipment and supplies. They are further required to review such procedures periodically.
2. Safeguards shall be provided in special-activity areas through:
  - a. Careful housekeeping
  - b. Approved equipment installation and maintenance
  - c. Prominently posting federal, provincial, and local safety regulations
  - d. Displaying, where appropriate, information regarding possible hazards, safeguards, precautions, and treatments.
3. No teacher or supervisor shall leave a special-activity area for any reason without first ensuring all power equipment is shut off and all experiments are stopped until he/she returns.
4. No teacher shall leave the gymnasium without suspending potentially dangerous activity.
5. A *Report of Accident at School* form is located in Appendix 3B.

## Policy 803A: Emergency Closings

The Board authorizes the Director of Education in consultation with the Chairperson or one other Board Member to close the school in the event of hazardous weather or other emergencies that would make school operations dangerous or difficult. If the school is not closed but is rendered temporarily unusable and where students require shelter, students and staff shall be evacuated to other locations in the immediate areas.

In cases of closure, delays in opening, or early dismissal, the school administration has responsibility to ensure as much as possible of the administrative, supervisory, and operational activity is continued. Where time and circumstances permit, parents are to be notified of any emergency closing.

### Guidelines

In making a decision to close the school, the Director of Education shall consider:

1. Weather conditions, both existing and predicted
2. Road conditions affecting transportation
3. Actual occurrence or imminent possibility of any emergency condition which would make operation of schools difficult or dangerous
4. Inability of teaching personnel to report for duty, which might result in inadequate student supervision.

The Principal shall develop a plan for evacuating students and staff to neighbouring building(s).

## Procedures

Once each year, preferably early in the fall term, the Principal shall hold an evacuation drill. Early in each school year school, administration will inform the community of the following emergency procedures:

1. The Director of Education and Principal will broadcast school closures or evacuations over the Nisichawayasihk Cree Nation community radio (FM 98.1 and/or television station)
2. Parents/guardians may come to the evacuation site to pick up their children
3. Parents/guardians are asked to develop plans early in each school year to inform the school of these plans.

## Policy 803B: School Closure Due to Cold Weather

- **PARENTAL DISCRETION IS ADVISED** when the temperature is  $-40^{\circ}$  C with wind chill.
- **SCHOOL WILL BE CLOSED TO STUDENTS** when the temperature is  $-48^{\circ}$  C with wind chill.

### Background:

The Board intends that its schools operate in accordance with the annual school calendar. However, the Board recognizes occasions occur when classes must be cancelled due to extreme weather conditions.

The Board has implemented the following Policy, which has been ratified at a community meeting:

#### A. - 40° C To - 47° C With Wind Chill

Parents must decide if sending their children to school is in their children's best interests when temperatures are between  $-40^{\circ}$  C and  $-47^{\circ}$  C. This is called parental discretion. During these times the following will be in place:

1. Buses will continue to transport students
2. Schools will remain open
3. Staff will be on duty and classes will be held.

Parents are encouraged to dress children appropriately for weather conditions. Any children not dressed properly will be taken home.

#### B. - 48° C or Colder with Wind Chill

The Board will close schools to students when the temperature is  $-48^{\circ}$  C or colder. During these times, the following will be observed:

1. Classes will not be in session and parents should not send children to school
2. School will not be opened to students.

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Staff will be on duty to:

1. Ensure students who may show up at school are safe and arrangements made for transportation home, and
2. Participate in planning, staff meetings and or other professional development activities under direction of the Principal.

Buses will not be available to transport students.

**C. Environment Canada or Weather Network Websites Are The Sources For Checking Outdoor Temperatures**

1. Environment Canada website (Thompson):  
[http://www.weatheroffice.gc.ca/city/pages/mb-34\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/mb-34_metric_e.html)
2. The Weather Network (Nelson House)  
[http://www.theweathernetwork.com/weather/CAMB0136/www.nhea.info/cityPage/c/wxbtn150x50\\_text\\_city?ref=topnav\\_homepage\\_savedcity](http://www.theweathernetwork.com/weather/CAMB0136/www.nhea.info/cityPage/c/wxbtn150x50_text_city?ref=topnav_homepage_savedcity)

The Weather Network automated temperature for Nelson House appears on the NEA home page ([www.nhea.info](http://www.nhea.info))

Closure will be determined based on the temperature reading at 7:30 a.m.

As indicated in Policy 803A – The Director of Education and Principal will broadcast school closures over the Nisichawayasihk Cree Nation community radio (FM 98.1).

**D. Student Awards Not Affected by Weather Closures**

Students' attendance will not be affected by these decisions since year-end awards will be issued for excellent attendance. Students whose attendance range is between 90 -100% for the school year will qualify for excellent-attendance awards. This process takes into consideration absences due to unforeseen circumstances.



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## Policy 803C: Non-Closure of School for Funerals

The Board acknowledges and supports the closeness of our community, and recognizes that when a death of an Nisichawayasihk Cree Nation Member occurs, traditional practices of mourning and bereavement are observed in the community.

### Background

The Authority receives many requests every year to close the school for funerals to show respect for the deceased and their family. Considering a number of deaths occur in the community during the school year, closing the school each time could seriously disrupt the education of our children and our ability to deliver required curriculum and adhere to provincial teaching-day requirements.

The educational needs, supervision and safety of our students must not be compromised. Parents send their children to school with the expectation they will be supervised and will be sent home at a set time unless provided explanations in advance about why they are being sent home before the scheduled hours. Since closing the school for funerals compromises our ability to meet these standards, the Board's policy is not to close the school for funerals, but instead to make provisions for immediate family members to attend.

### Guidelines

Community bereavement practices provide sufficient opportunities for staff and students to pay their respects to deceased Members and their families outside of regular school hours. Wakes are usually held for two days to provide a window of time to allow relatives, friends and community members to show their support. The first night of the wake is for families and the second night is for community members. The Board encourages staff to take advantage of the second night of the wake to show respect to families of the deceased.

The Board makes special provisions for immediate family members to attend the funeral, subject to the following procedures and conditions:

1. School will not be closed to students to allow staff to attend funerals
2. Priority for leave will be given to the immediate family members of the deceased (Authority policy clearly defines immediate family)
3. Immediate family members wishing to attend a funeral are expected to complete the necessary application in advance. This expectation is consistent with Band policy and Authority policy
4. The leave application must be submitted to the Principal for forwarding to the education office for approval
5. All other staff members interested in attending funerals will only be able to attend those scheduled later in the day, after students are dismissed and transported
6. Employees who leave without authorization and/or who fail to complete the necessary forms in advance will not be paid for that period and will be subject to disciplinary action.

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## Policy 803D: Non-availability of School Gymnasium for Funerals

The Board considers Physical Education a very important subject for the health and education of our children, and acknowledges the Province of Manitoba's designation of Physical Education as a compulsory subject in the school curriculum. In high school, Physical Education is accredited and requires a minimum of four credits for graduation.

### Guidelines

Delivering the physical education curriculum is the priority use for the school gymnasium. Scheduling required classes to meet compulsory curriculum needs places serious demands on the use of the facility and its available time, which is almost completely allocated.

The Board regularly receives requests to use the school gymnasium for funerals. Given instructional demands on the space, closing the gymnasium for non-school activities such as funerals reduces students' instructional time and negatively impacts their education, as well as their health and well-being. Holding funerals in the school can also create psychological trauma among the young.

As such, the Board will not approve the use of the gymnasium for funerals under any circumstances.

This policy has been established recognizing that other appropriate or more suitable places are available in the community for holding funerals, including churches, which are traditional venues that better convey the peace and tranquillity associated with funerals.

For larger funerals, the community has the Duncan Wood Memorial Hall or the Gilbert McDonald Arena, both of which are more suitable for funerals than the school gymnasium.

## Policy 804: Student Transportation Services

The Board believes providing student transportation to and from school for purposes of regular instruction and special activities assists in ensuring better attendance and the general safety and well being of students.

### Guidelines

1. The Authority shall provide transportation services to students in regular attendance.
2. The Authority will provide transportation services for approved field trips, extracurricular activities, and special events planned by the school or Education Authority.
3. Individuals, other than school students and approved supervisors, shall not be allowed to ride a school bus without school Principal or Director of Education approval.
4. School buses shall be operated at all times to comply with provisions and regulations of the Highway Traffic Act and the Department of Education for the Province of Manitoba.
5. Bus contractors are not authorized to use school buses for non-related school activities.

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## Policy 805: School Bus Scheduling and Routing

The Board believes a formal plan for school-bus routing and time schedules should be developed and maintained to maximize school bus use and to ensure students are picked up at appropriate times and places and delivered to school at designated times before classes begin.

### Guidelines & Procedures

1. The Director of Education in consultation with the Principal and Bus Contractor shall annually or as necessary develop bus routes and time schedules to provide the safest and shortest routes.
2. The Board shall be provided for its information reports about bus routes and schedules or changes.
3. Buses shall not go off the main roads to pick up children unless the distance from the main route is greater than one-half (1/2) kilometre.
4. The bus shall not pick up or drop off children except at their designated stops.
5. Bus drivers shall complete all routes as designated by the Director of Education and shall not add or delete pick-up or drop-off schedules.
6. Time schedules shall be set for all routes. Regular arrival at pick-up points is important so students do not wait longer than necessary particularly during inclement weather.
7. Drivers have discretion in determining the length of time they wait for students at pick-up points, but under normal circumstances he/she shall regard the schedule that must be maintained.
8. All requests for route or schedule changes must be submitted to the Director of Education or designate for consideration and approval.
9. The bus contractor is responsible to report to the Director of Education any roads or driveways on bus routes that require improvement. The Director shall notify Chief and Council about required improvements.

## Policy 806: School Bus Inspection

The Board believes the bus driver is the key person responsible for providing a safe student-transportation system. The Board endorses and requires every school bus vehicle be equipped with a vehicle logbook maintained in the form and manner prescribed by the Minister (Manitoba Regulation 216-82). Each school bus driver shall determine the safe condition of his/her school bus by daily inspection.

### Guidelines & Procedures

Before operating any school bus at anytime for purposes of transporting children, the driver shall:

1. Inspect the vehicle, including all components and operating characteristics, (See *Appendix 3C School Bus Daily Inspection Check*).
2. Record the date, odometer reading, defects, and the name of the individual to whom the defects were reported.
3. Sign the form. When defects are found that could interfere with the safe operation of the vehicle, or are in violation of the Regulation or The Highway Traffic Act, the vehicle cannot be operated for purposes of transporting children until repairs are completed and the log is signed and dated by the mechanic completing repairs.
4. Check certificate of inspection to ensure validity. Notify bus contractor two weeks prior to expiry date.

## Policy 807: Accidents and Emergencies - School Buses

The Board believes provision of safe and reliable student transportation services is a primary goal. The Board and staff are committed to ensuring all vehicles are kept in safe operating condition and that drivers are adequately trained for their jobs. However, from time to time, minor or serious accidents or emergencies may occur. All accidents or emergencies, no matter how minor, must be reported to the Director of Education.

### Guidelines & Procedures

1. In an emergency, the welfare of the school children cannot be overemphasized. If the breakdown is of a purely mechanical nature, the bus should be moved off the roadway as far as possible.
2. Reflectors required by the Highway Traffic Act should be set out at a distance of at least 60 meters both in front and to the rear of the vehicle.
3. Unless there is danger of fire, smoke, fumes or of being hit by another vehicle, the driver should keep the children on the bus until help arrives, provided the bus is in a safe location. If stalled during cold weather, every effort should be made to keep the bus warm.
4. If examination shows help is urgently needed, a request for assistance should be made as soon as possible.

#### A. What To Do In Case of An Accident

In addition to the above emergency requirements, the driver should remain calm, take control, and check for injuries. Remember, you are the responsible adult in charge:

1. If possible pull over to the side of road in a safe location.
2. Set emergency brake and turn off ignition.
3. Assess for injury and damage.
4. Keep children on bus, if possible.

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5. If necessary, evacuate the bus using front and rear doors and emergency windows and hatches. The last person to leave the bus should be the driver, who before leaving should:
  - a. Check bus completely for any passenger or student left behind
  - b. Take reflectors, first aid kit, fire extinguisher, and axe if necessary.
6. Check passengers in the other vehicle if one is involved.
7. Use reflectors to secure the area.
8. Secure as many witnesses as you can.
9. Exchange particulars, but make no unnecessary comments as to the reason for the accident.
10. Report to the Director of Education as soon as possible.
11. Collect information pertinent to the accident using the Bus Accident Check List (see Appendix 3D).
12. Remember, under Provincial Law you are not required to sign a statement accepting responsibility or a statement of fact in less than 7 days of an accident. Do not sign anything at any time without consulting the Director of Education.
13. An active log list of students must be kept at all times.



## Policy 808: Loading and Unloading Students

The Board believes they have a responsibility in cooperation with staff, students, and parents for the safety of students who ride school buses. To ensure safety, the driver must be able to control students, not only during the ride, but also during the loading and unloading process.

### Guidelines

The Board encourages students to exercise caution when getting on and off the bus. The Director of Education shall ensure the following traffic signs are in the appropriate areas:

1. School bus loading and unloading zone
2. A “No Parking” sign for other vehicles in the above zones
3. One-way traffic in the loading zone
4. A special loading zone with bus stop signs in the town-site areas.

### Procedures

1. Students must be loaded/unloaded only at designated bus stops.
2. Students should wait a reasonable and safe distance from the outer edge of the road.
3. Drivers must begin to slow down about 90 meters (300 feet) before the loading/unloading zone. Check your mirrors and clear any necessary traffic.
4. Drivers must simultaneously activate the amber flashing lights signalling their intention to move to the right, and check for traffic approaching from the front and rear. If vehicle is not equipped with amber lights, indicate intention using lane position and brake lights.
5. Move to the extreme right-hand side of the roadway as far as practical and check all mirrors to see that traffic is clear and it is safe for you to stop.
6. Approach students with extreme care, giving due consideration to their location, and to the road surface condition (i.e. dry, slippery, dip sharply to the right, rough ground, etc.)
7. Come to a full stop.

8. Do not stop any closer than two (2) meters [six (6) feet] or a safe distance from the waiting students. The extended stop arm must be activated while students are getting on or off the bus.
9. Activate red flashing light system; check for traffic approaching from front and rear.

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## Policy 809: School Bus Discipline - Driver Responsibility

The Board believes the school bus driver and school-designated employee are responsible for maintaining passenger control at all times to ensure passenger safety and avoid distractions for the driver. The Board believes it is important for the driver to know about general behaviour patterns for various student age groups and appropriate disciplinary actions to apply to maintain order. In cooperation with school officials and parents, the driver is responsible for the safety of the students who ride the bus.

### Guidelines & Procedures

#### A. Discipline

1. Drivers should remember their primary responsibility is to drive the students safely to and from school. Let the students know what you expect from them. Students are then responsible for their behaviour on the bus.
2. A problem does not need to become habitual before it is reported. More than one verbal warning is usually unnecessary. Reporting a problem should be considered a request for the student to correct his/her behaviour on the bus and notification that the problem will not be allowed to continue. If the student does not make a behaviour change, a second report shall be filed.
3. All reports shall be filed on Misconduct Forms provided by the Education Authority. Drivers shall report all disciplinary action taken. Drivers will be provided with a copy of the Misconduct Form after the Principal has taken appropriate action.
4. All discipline reports shall be delivered to the school Principal. If the incident occurs on the final trip of the day, the report should be filed the following morning after completion of the first run. Promptness in reporting is essential for correcting the behaviour problem. Delays usually compound the problem.
5. A driver may not suspend a child from riding the bus. This decision is the Principal's responsibility. The Principal will deliver a copy of the findings with action taken and suggestions for behaviour modification to the parents, bus driver, and Director of Education. If a suspension has been given, the Principal shall notify the driver before the next route begins. Drivers may be required to meet with school officials and parents when necessary to attempt to work out problems that may exist on a bus route.

## **B. Reporting Student Discipline Problems**

If a student is unable or unwilling to follow regulations for riding the school bus, drivers shall use the following guidelines for disciplinary action, with due consideration for the student's age and seriousness of the infraction. Drivers are required to adhere to the following procedures in handling disciplinary matters:

1. 1st Incident: Verbal Warning
2. 2nd Incident: Misconduct Report to Principal
3. 3rd Incident: Second Misconduct report to Principal – Principal talks to parents
4. 4th Incident: Third Misconduct report to Principal – Principal may suspend students' riding privileges. Information on this will be reported on the bus log.

If, after submission of the third Misconduct Report to the Principal and appropriate changes have not occurred, the Director of Education should be contacted for support and assistance. Any student behaviour that endangers safe and orderly bus operation or the safety of other students may result in the Principal suspending the student's riding privileges.

## Policy 810: Use Of Board-owned Vehicles

The Board affirms that Authority cars, trucks, and buses shall be used for Authority business only, except where the Director of Education specifically authorizes. Unless authorized, vehicles not being used on the job, shall be parked at the assigned teacherage area. The Director of Education may specify additional designated parking areas on the Reserve.

### Guidelines

The following guideline shall apply to employee use of Education Authority vehicles:

1. An employee using an Authority vehicle on the job may seek authorization from the Director of Education to travel from his/her residence to his/her place of work using the vehicle. The Director will consider job requirements and recommendations of the employee's supervisor.