

## PROCEDURE FOR CLOSING INSTITUTIONS AND SUSPENDING CLASSES

<b>EFFECTIVE DATE</b>	<b>2023-11-08</b>
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<b>AUTHORIZATION REQUIRED</b>	<b>General Administration</b>
<b>RESPONSIBILITY FOR FOLLOW-UP</b>	<b>Human Resources</b>

### ROADMAP

<b>UPDATE</b>	
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## 1. ORIENTATIONS

The Centre de service scolaire du Littoral is committed to keeping its schools open during difficult weather conditions and other exceptional situations. Depending on the circumstances, the regular educational activity may be reorganized or modified and student services maintained.

As an exceptional measure, depending on its assessment of the exceptional situation, the institution's principal or its representative, in consultation with the administration, will decide either to suspend classes for students or to close the institution entirely. In such cases, this procedure applies.

Regular teaching staff is required to work 200 days a year.

For other staff, the regular work schedule stands.

## 2. DEFINITIONS

Non-permanent employee<sup>1</sup>: any employee holding a non-permanent position as defined in the collective agreements and other agreements in force.

Permanent employee: any employee holding a permanent position as defined in the collective agreements and other agreements in force.

Institution: the term includes schools, centres and administrative offices.

Force majeure: an external, unforeseeable event that makes it absolutely impossible to fulfill an obligation.

Suspension of classes: Students remain at home and staff report to work. The daycare service is open.

Institution closure: Students and staff do not report to school. The daycare service is closed.

## 3. DECISIONS

### 3.1 Liability

As those primarily responsible for their child's health and safety, parents are urged to use their judgment at all times and assess whether their child will be able to get to and from school in a safe manner.

The institution's principal or its representative, in consultation with the administration, will decide whether to suspend classes in whole or in part, or to close the institution entirely.

### 3.2 Suspension of classes or institution closure before the start of the school day

In exceptional circumstances, such as severe weather conditions or when the road is closed by the *Ministère des Transports* or the municipality, one of the following decisions may be made:

- a) Suspension of classes: students do not attend school or they return home if they are present when the suspension is announced. All staff categories must remain at work or report to their usual post. It is possible to telework with the immediate supervisor's

approval. The storm day will be replaced with one of the removeable pedagogical days placed in the school calendar for the purpose of major unforeseen events. If courses are suspended for a number of days exceeding the days scheduled for storms, the administration must be informed, and a decision will be made.

- b) Institution closure: students do not report to class. Employees do not report to work, their work will be carried out remotely. The day will be replaced with the first pedagogical day scheduled for storms. If the number of days of closure exceeds the days scheduled for storms, the general administration must be informed, and a decision will be made.
- c) During an institution closure, paragraph 3.2 b) notwithstanding, the immediate supervisor may require the presence of certain employees. They must then remain at work or report to their usual posts.
- d) Half-day suspensions or closures are not replaced with pedagogical days. Only full days will be replaced.
- e) For occasional substitute teachers, the hours offered are cancelled. They will not be paid if they come in. For other categories of replacement, extra or temporary staff, the hours offered will be cancelled. They will not be paid if they come in.
- f) An employee who is absent or planned to be absent on this day will be considered absent despite the institution closure.
- g) All requests for force majeure leave will be analyzed by the Human Resources Department.

### **3.3 Closure or suspension of classes during the day**

3.3.1 During the day, depending on the situation or circumstances, the institution's principal or its representative, after consultation, may decide to suspend classes or close the institution.

3.3.2 The staff will supervise and monitor students until their departure. The institution's principal will notify employees when they may leave the premises.

3.3.3 This part of the day will not be made up on a pedagogical day in either case. Telework rules apply in the same way as for a full-day closure or suspension.

3.3.4 An employee who is absent on this day will be considered absent despite the institution closure.

3.3.5 All requests for force majeure leave will be analyzed by the Human Resources Department.

## **4. INFORMATION**

### **4.1 Notice to parents**

At the beginning of the school year, each institution principal must advise parents that in the event of class suspension or closure, a parent or a person of their designation must pick up the child from school.

The means of communication used to reach and inform parents of the reason for closure are: cell phone, radio, digital portfolio, school Facebook page, email, portal, etc.

#### **4.2 Notice to employees**

##### Closure or suspension of classes before the start of the regular school schedule

The institution's principal, the immediate supervisor or a designated person will notify employees via e-mail, voicemail or cell phone. The means of communicating information must be decided by the immediate supervisor at the start of the school year. The emergency phone system will be the preferred method when the regular method is not available. In the event of conflicting instructions, information from the institution's principal, immediate supervisor or designated person is considered the only official source.

It is the employee's responsibility to make sure that their declared phone number is up to date.

#### **4.3 Notice to the public**

During closures or class suspensions before the start of the regular class schedule, the institution's principal will notify the public of the decision through various media (including social media, e-mail, portal, phone system).

### **5. OBSERVING THE 180 SCHOOL DAYS**

#### **5.1 Youth sector**

School regulation provides for 180 school days. In the event of school closure or suspension of classes, scheduled moveable pedagogical days (those after April 1) may be cancelled to make up the lost days.

The last moveable pedagogical day on the school calendar must be used first.

#### **5.2 Adult and vocational education services sector**

Given that the adult and vocational education services are not covered by the 180-day school year, days lost when classes are suspended or the institution is closed are not made up during the year.