



November 11, 2019

STORM WATCH PROCEDURES

Dear Parents, Guardians and SWLSB Employees,

This letter is to inform you of the communication procedures in place during inclement weather situations.

Our school board covers a large territory: Laval, Laurentides and Lanaudière. Weather conditions vary from one region to another, making cancellation of transportation a complex task with many factors to take into consideration. Board-wide cancellation of transportation does not occur very often. While the school board may decide to cancel transportation in one region of its territory, the service in the other regions could be maintained.

As per the school board's [Suspension of classes and/or emergency closure of establishments policy](#), here are the three possible situations during inclement weather:

1. Cancellation of transportation:

- Students remain at home.
- **Daycare services are open** (only for students registered as regular users, OR sporadic users registered for that particular weekday in daycare).
- All employees report to work.

2. Suspension of classes:

- Students remain at home or will be sent home if they are at school.
- Employees are required to report to work or remain at work.
- Daycare services are closed.

3. Temporary closure of establishment:

- Students remain at home.
- Daycare services are closed.
- Employees do not report to work.

COMMUNICATING THE INFORMATION

Day before: When inclement weather conditions are predicted, we **e-mail** all stakeholders to remind them of the storm watch procedures and post a reminder of procedures on the school board's [Facebook page](#).

Morning of: Once the decision is made, we immediately:

- Post the information on the **SWLSB website** (www.swlauriersb.qc.ca);
- Post the information on the **SWLSB Facebook page** (www.facebook.com/swlsb);
- Send an **e-mail** and **SMS message** to all parents and employees using our Communicate tool.
- List the names of schools/centres affected on the **school board's main phone line** (450 621-5600 or 1 866 621-5600);
- Inform the **media**.



450-621-5600

1 866-621-5600

F 450-965-4208

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OPTING IN TO COMMUNICATE

If you did not opt in to receive SMS text messages through our [Communicate system](#), you can do so by texting the letter **Y** to shortcode **978338**. Once you have opted in, you will receive the following opt-in response: *You're registered 4 SchoolMessenger notifications. Text STOP to quit, HELP for help. Std msg/data rates may apply. Freq varies. schoolmessenger.com/smsca.*

For the Communicate system to be effective, your contact information must be up to date to receive notifications. Parents and guardians can validate and update their contact details through the Mozaik Parent Portal by following the instructions [here](#).

BUS DELAYS DURING INCLEMENT WEATHER

During inclement weather days, bus delays may occur on the morning and/or afternoon bus routes. Laval high school parents can locate their child's STL bus in real time at the following website <http://www.stl.laval.qc.ca/en/students-zone/integrated-school-bus-routes/locate/>.

Thank you for your collaboration.

The Transportation and Communications Departments

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