

## Course of Action for School Administrators

School closure in the Labrador East region will be decided upon by the bus foreman and the director of education or their designates. They will use as resources, the RCMP and the weather office.

Each year in the fall, the two individuals responsible for closing school should meet with the RCMP and weather office officials to discuss the guidelines for school closure. Also, the two individuals should meet with the region's school administrators and outline the school closure procedures including the following:

1. Alternate weather administrators must be selected.
2. Each Principal plus the two Assistant Directors will be called and notified of the cancellation.
3. A French Speaking contact to be appointed to assist in notifying the media of the cancellation.
4. The following media will be notified of school cancellation:
  - i) CBC Radio, Goose Bay
  - ii) VOXM Radio, St. John's

Note: Special Telephone numbers and identification codes may be necessary with the media.

The bus foreman shall assess the weather conditions during the early morning and if conditions are at all questionable, an alert call should be made to the director of education or his designate. The bus foreman will provide information on the status of the buses, road conditions and other pertinent information such as visibility and temperature.

The timing of school closure is important and, in that regard, the decision for the morning should be made on the media by 6:30 a.m. The normal time for relaying the decision for the afternoon will be 10:30 a.m.