

## **Operational Guidelines for School Administrators**

The following will establish the procedure for the closure of schools in Labrador due to stormy weather, extreme temperatures, mechanical or electrical failure. The concept of safety must be paramount in all decisions related to school closure. It is recognized that an efficient procedure for school closure is essential in an area where weather may change so quickly.

### **1) Course of Action Re: School Closure**

School closure in Labrador will be decided upon by the Director of Education or designate. The Director of Education or designate, although responsible for making the final decision, should use as resources, the bus supervisor, the Royal Newfoundland Constabulary, the Royal Canadian Mounted Police and the weather office (Environment Canada).

Each year in the fall, a review will be conducted of the School Closure Criteria and the policy will be advertised and circulated to parents.

During the month of October, a form letter should be sent to parents from each school.

This letter should include:

- ✓ Guidelines of Procedures for School Closing (Parents' Discretion)
- ✓ Wind chill and Temperature Guides
- ✓ Time and Media - Re: Cancellation Announcements
- ✓ Importance of Proper Dress
- ✓ Reminder to Contact School With Concerns

In addition to the letter sent to parents by each school, the Labrador School Board will publish the above mentioned letter in the local newspaper.

### **2) Criteria for Closing School**

The Director or designate will have the discretion to cancel school after consideration has been given to:

- i) snowfall
- ii) wind
- iii) visibility
- iv) temperature
- v) road and sidewalk conditions
- vi) distance students have to walk/travel
- vii) ability to contact parents

Due to the varying age, maturity and physical abilities of students attending the school system, school closure procedures for cold weather will include three separate sections: K - 3, K - 7 and K - 12.

The following temperatures should be used as guidelines in cancelling school due to extreme temperatures. It is important to note that these temperatures are based on living in a northern climate where there is low relative humidity. These temperatures would also assume that students are properly dressed for the conditions.

Grade	Temperature
K - 3	-45°C
K - 7	-50°C
K - 12	-55°C

Please note that the wind chill temperatures listed are modified to reflect the new Environment Canada formula.