

Course of Action for School Administrators

School closure in the Labrador West region will be decided upon by two schools administrators appointed by the Local School Administrators' Council. The two administrators, although responsible for making the final decision, should use as resources, the bus supervisor, the Royal Newfoundland Constabulary and the weather office.

Each year in the fall, the two administrators responsible for closing school should meet with the members of the Royal Newfoundland Constabulary, weather office officials, and the bus supervisor to discuss the guidelines for school closure. Also, the school administrators should meet with the region's other administrators and outline the school closure procedures including the following:

1. Alternate weather administrators must be selected.
2. Each Principal plus the A. D. of Human Resources 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
 - iii) CBSI Radio Canada, Sept-Iles
 - iv) CJRM Radio, Labrador City
 - v) CRRS TV, Labrador City

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

The bus supervisor shall assess the weather conditions during the early morning and if conditions are at all questionable, an alert call should be made to one of the administrators. The bus supervisor will provide information on the status of the buses, road conditions and other pertinent information.

The school administrators or bus supervisor will then call the Royal Newfoundland Constabulary to be updated on road and sidewalk conditions, temperature and visibility. Following this call the administrator/bus supervisor may wish to call the weather office to obtain the temperature, wind chill and forecast. The updated forecast is available after 6:45 a.m.

The timing of school closure is important and, in that regard, the decision for the morning should be made on the media by 7:00 a.m. The normal time for relaying the decision for the afternoon will be 11:00 a.m. In cases of sudden changes in weather and conditions deteriorating, the decision could be made and released by 12:00 noon.

In the case where the decision regarding afternoon classes has been delayed until 12:00 and school is then cancelled, bus runs covering all bus routes for the afternoon session will be completed. Drivers will inform students that school has been cancelled and would take to school any younger children who may not be able to safely return to their house. These children would be delivered to the school where they will remain while every reasonable measure is taken to ensure their safe return home.