

## Addendum to page 45

### Cancellation of Class and College Closing Due to Weather Policy

To ensure the safety of our students, faculty and staff while providing consistency in college cancellations and late starts due to inclement weather.

Each weather event is unique. Although the college will make every attempt to be consistent, special circumstances might require some variations in the decisions and procedures described below.

The decision to close the College will be made based on the severity of the weather, area road conditions, and campus conditions. The determination to close the College or to cancel or delay classes will be made by the College President or designee in consultation with necessary officials.

If the College is closed and classes are cancelled, faculty and staff should not report to work. No student, faculty or staff member is expected to jeopardize their personal well being or safety to attend classes or work if weather conditions are unsafe.

If all classes are not cancelled, individual faculty must notify the Program Director to announce a class cancellation due to inclement weather. Faculty with campus commitments who are unable to be at work due to inclement weather are responsible for contacting appropriate colleagues and students. Staff members who are unable to report to work due to inclement weather must consult their supervisor and will be required to use a PTO or a day without pay for the absence. \*\*College-wide closing takes precedent over department or course level decisions. When the College is closed and classes are cancelled, no classes or clinical experience will be conducted \*\*

**Closed for Day:** The decision to close the campus due to inclement weather will be made by the President either the evening before or by 4:30 am the morning of a regular business day. Because of the diverse weather conditions throughout our area and fast-moving weather systems cancellations may be made later than the recommended time frame. Students may be assigned other work via the learning management system as directed by the course instructor. Course faculty will address this in their course syllabus.

**Clinical rotations out of town:** If students are at a clinical rotation out of town where the weather does not impact the ability to arrive at the site safely, they may attend that clinical rotation as scheduled.

**Delayed Start:** If it appears that inclement weather and road conditions will improve during the day, a delayed start may be announced. Any time classes are delayed, the College will determine an appropriate open time based on weather conditions.

**Classes:** If the campus opening is delayed, classes will resume at the announced start time. If a class was to start prior to the announced start time, faculty are to meet with their class if one-half or more of that class can be taught. If less than one-half of the class remains when classes resume, the class will be canceled for the day.

**Clinical Rotations:** In the event of a late start, attendance and start times for clinical rotations will be at the discretion of the course faculty.

**Closed Midday:** If weather conditions deteriorate during the day, a decision may be made to close midday. Should the campus close midday, the same procedures for notification apply. In addition, members of the College Administration are responsible for communicating the message to their respective departments in a timely manner.

**Evening Classes:** The decision for cancelling classes for evening should generally be made by noon. For these purposes classes that begin after 4:00 pm are considered evening classes.

**Notification:** Students, Faculty and Staff will be notified through the College's Emergency Notification System. Individuals will receive notice by at least one of the following methods; a telephone call, text message, and/or email. Individuals are responsible to update and monitor contact information throughout the year to ensure that notification is received.

**Public Media Announcements:** The announcements will be listed on KTIV News Channel 4. Students, staff and faculty can check the college's main telephone number for a voice message indicating any weather decision. The main telephone number is (712) 279-3149 or 1 (800) 352-4660 ext. 3149