



## CAMPUS CANCELLATION OF CLASSES PROCEDURE

**Policy Number: 6.1001**  
**Subject Area: Instruction**  
**Adopted: 11/17/2022**  
**Revised: 10/29/2021**

The College will remain open, and classes held unless there is clear and substantiated evidence to warrant otherwise. The President, who makes the decision, will consider such conditions, and decide if weather conditions require the College to close for the day, convert to remote learning, delay the start of classes, close early or remain open. In cases where the weather has cleared, delaying the start of classes will allow staff time to clear parking lots and walkways for the safety of students, staff, and faculty. **If no public notification is made, as listed below, assume that classes are in session and Kaskaskia College is conducting business as usual.**

### **MAIN CAMPUS**

Based on the above considerations, the President decides if the main campus will change from its normal daily schedule. If the main campus is closed or put on a delayed start, the Education Centers and KC Now classes will follow this schedule. These circumstances will **exclude** dual-credit classes. Nursing and Allied Health Clinical sites will follow procedures outlined by the respective programs.

#### **Mornings**

Maintenance personnel arrive at 3:00 a.m. to the main campus to clear the parking lots, sidewalks, and campus roadways. The Director of Purchasing arrives at 4:00 a.m. to determine the condition of roads, consider the weather forecast, and review other school closings within the district. The President is then contacted to make one of the following decisions on or before 5:00 a.m.

**CAMPUS IS CLOSED** - The Director of Purchasing contacts the Director of Marketing to send out notifications.

**CAMPUS ON DELAYED START** - The College will delay the start of classes and open at 9:30 a.m.

The Director of Purchasing contacts the Director of Marketing to send out notifications.

**CONVERT TO REMOTE LEARNING** - The Director of Purchasing contacts the Director of Marketing to send out notification telling students to check their Learning Management System (LMS) for details. The College will post notifications to students on how to proceed with coursework through their Learning Management System (LMS).

**CAMPUS WILL OPEN** - The College will follow its normal daily schedule and no notifications are sent.

#### **During Normal Daily Schedule**

Security personnel monitor weather conditions and road conditions and consider forecast. If conditions warrant, Security notifies the President to make one of the following decisions:

**CLOSE CAMPUS EARLY** - The Director of Marketing or Public Information Specialist will send out notifications.

**COLLEGE WILL REMAIN OPEN** - The College will follow its normal daily schedule and no notifications are sent.

#### **EDUCATION CENTERS only**

The College recognizes the possibility of different weather conditions within its large geographical district which may affect a single or several Education Centers, but not the main campus. In such cases, the VP of Student Services will consider such conditions and decide if weather conditions require the Center(s) to close for the day, delay the start of classes, close early or remain open. This decision will not affect the normal daily schedule of the main campus. KC Now classes will follow the Education Center's schedule.

If needed, the Director of Marketing is notified to coordinate the public notifications.

#### **Mornings**

The Director of the Education Center determines the condition of roads, considers weather forecasts then makes a recommendation to the VP of Student Services and/or the Regional Director of Education Centers for one of the following decisions on or before 6:30 a.m.

**CENTER IS CLOSED** - The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of

Marketing to send out notifications.

CENTER ON DELAYED START - The Education Center will delay the start of classes and open at 9:30 a.m. The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications.

CONVERT TO REMOTE LEARNING - The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications advising students to check their Learning Management System (LMS). The College will post notifications to students on how to proceed with coursework through their Learning Management System (LMS).

CENTER WILL OPEN - The Education Center will follow its normal daily schedule and no notifications are sent.

### **During Normal Daily Schedule**

The Director of the Education Center determines the condition of roads, considers weather forecasts then makes a recommendation to the VP of Student Services and/or the Regional Director of Education Centers for one of the following decisions:

CLOSE CENTER EARLY - The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications.

CENTER WILL REMAIN OPEN - The Education Center will follow its normal daily schedule and no notifications are sent.

### **PUBLIC NOTIFICATIONS**

Every attempt will be made to announce College closings/late start by 5:00 a.m. Monday through Friday and by 3:00 p.m. for evening classes. After being alerted, the Director of Public Information contacts the Student Services Department and IT Department and uses the media listed below for announcements.

TV Stations: KMOV- St. Louis, KSDK-TV-St. Louis, KFVS-TV-Cape Girardeau

Radio Stations: WCXO-Carlyle, WRXX-Centralia, WILY-Centralia, WJBD-Salem, WPMB- Vandalia, WKRV-Vandalia, WGEL-Greenville, WMIX-Mt. Vernon, KMOX-St Louis, and WNSV-Nashville - (Appropriate stations are contacted for Education Centers.)

Social Media: Facebook, Twitter, Instagram

Main Website, KC Alerts, Email, myKC, all social media, KCAApp, TextUs, and Telephone Greeting

Replaces Cancellation of Classes Procedure 2.35

Approved 10/24/18, Revised 10/29/21