

CP 2.11.1

Delay – Cancellation of Classes Due to Adverse Weather

Related Board of Trustee Policy: BP 2.11

Responsible Official President

Approvals 11/8/18

Revision

Procedure

If there is a decision to cancel or delay classes, announcements will be made over the local and regional radio and television stations, college website, and social media. The College will not notify this media to announce that the College will have classes as usual.

Employee absences due to adverse weather conditions require employees to turn in leave time (vacation, sick or bonus) when classes are on a regular schedule, but the employee is unable to report for duty due to adverse weather where they reside.

When instruction time is missed, for adverse weather or any other reason, make-up instructional activities that are comparable to the learning experience must be provided to students. The instruction may be made-up by rescheduling classes or by other alternatives, which may include extra assignments, individual conferences, online assignments, etc. Documentation must be completed in regards to missed instructional time and kept on file in the deans/director's office.

The following will be observed for adverse/inclement weather; however, regardless of College announcements, commuters should exercise personal judgment concerning highway road conditions, particularly those from other counties or remote areas. If the College is open, no announcement will be made.

Announcements concerning College operation will be made as quickly as possible on the television/radio stations and via the online/social media resources listed below. Health Science programs often have clinical or practicum that will begin prior to 6:30 a.m., therefore the program director or dean will advise faculty to inform students of a decision prior to the announcement. If weather conditions worsen later in the day, an additional announcement closing the College for the day will be made. Announcements concerning evening classes will be made no later than 1:00 p.m. The following types of announcements may be made:

- A. **Delayed start:** There are two types of delayed start schedules used.
 - a. 2 hour delay - the campus will open at 10:00 a.m. on regular day, please report to wherever you normally would be at 10:00 a.m. – even if that is in the middle of a class with a 9:30 start time. Only classes that end before 10 a.m. are cancelled.
 - b. 3 hour delay – the campus will open at 11:00 a.m. on a regular day. Only classes that end before 11:00 a.m. are cancelled.

NOTE: Health Science programs may follow a modified clinical or practicum schedule based on program policy as provided by program faculty.
- B. **College Closed:** This means there are extremely hazardous conditions and no one should report to work or class.
- C. **Early Dismissal:** Early dismissal will be announced when weather conditions dictate the early dismissal of day or evening classes. This type of announcement will be made by telephone to a designee in each building on campus, who will communicate the early dismissal information to the occupants of the building. Notifications via text alerts will also be sent.

- D. **Workday Schedule:** A Faculty or Staff optional workday announcement indicates that full-time faculty and staff will report at regular time or on a delayed start schedule as directed in the announcement. If a full-time faculty or staff member does not report on an optional workday, appropriate vacation or sick time shall be taken. An optional workday schedule does not apply to part-time faculty or staff.

Class makeup: All instructional time missed in a delayed start, college closure or early dismissal will be made up. The college recognizes its obligation to deliver the instructional services for which students pay tuition and fees. For this reason, all missed classes should be re-scheduled or made up in a manner determined by the Vice-President for Learning and Student Services. The final attendance report must document how cancelled classes were made up.

Online Courses: online courses are not affected by adverse or inclement weather and will continue to operate on a regular schedule.

Radio

WBRM 1250 AM, Marion
WMNC 92.1 FM, Morganton
WKSS (KISS-FM) 99.9 FM, Asheville
WTOE 1470 FM, Spruce Pine
WMIT 106.9 FM, Black Mountain

Television

WBTB Ch. 3, Charlotte
WLOS Ch. 13, Asheville
WSPA Ch. 7, Spartanburg
WYFF Ch. 4, Greenville

Online/Social Media Resources

Lynx text messaging system (***quickest, easiest, most effective avenue***)

All active employee mcdowelltech.edu email accounts

All active student and employee MTCC go.mcdowelltech.edu email accounts

www.mcdowelltech.edu, www.mcdowelltech.blackboard.com

Facebook, Twitter

Each student and faculty member must evaluate individual circumstances to determine if it is safe to attempt to attend college that day.