



<p align="center">Policy Title School Closings Policy</p>	<p align="center">Original Adoption Date 1/20/1972</p>	<p align="center">Policy Number PO-251</p>
<p align="center">Responsible College Division/Department President’s Office</p>	<p align="center">Responsible College Manager Title Executive Assistant</p>	
<p align="center">Policy Statement</p> <p>The safety of our students and employees at LTC is our priority when making a College closing decision. Students and employees may choose not to drive or choose to leave early even when the decision has been made for the College to remain open.</p> <p>In-person classes at the college will be canceled only in extreme cases. All virtual classes (e.g. hybrid, online, iFlex) will remain in session. During these extreme cases all support services and college operations will continue online as deemed possible by the leadership team.</p> <p>On a rare occasion, a situation besides weather may arise affecting closing of only one or more campuses, but not all. (Ex: power outage, waterline break, lock down). In these cases, the leadership team will alert impacted employees with instructions.</p> <p>Students or faculty who are assigned to clinical experience will also follow this policy.</p> <p>Employees who are providing contracted services in business and industry will conform to the emergency regulations of those institutions regardless of any other announcements made concerning the closing of the College.</p> <p>In the event of a situation which is not determined to be sufficient to close the campus, faculty are asked to use good judgement in allowing an absence of a student who feels their in-person attendance would adversely affect their safety and therefore cause their absence. In these situations, students are expected to switch to the online option for the class, if available, or catch up missed class material.</p> <p>In extraordinary circumstances, the President may approve continuation of pay and benefits to employees in the event of a school closing for a period of time (regardless if an employee is able to work remotely). If such a situation arose, the college would communicate appropriately and process through payroll.</p>		
<p align="center">Reason for Policy</p> <p>The decision whether or not to close school is never an easy one. The safety of the employees and students at LTC is our top priority.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Created/Adopted: 1/20/72 Reviewed/Revised: 11/05/20 Legal Reference: Cross Reference: School Closing Procedure & School Closing Leave Procedure</p>		



Legal Counsel Review and Approval: n/a

Board Policy: III.A. General Executive Constraint, III.B. People Treatment

Definitions