



**DONNELLY
COLLEGE**
EST. 1949

Inclement Weather

Approved by: Administrative Council April 23, 2020
Responsible Official: President/
Vice President of Academics

Policy Statement

At Donnelly College, we value both learning and safety, and thus, decisions regarding weather closings are made with deliberation and care. We are preparing students to enter the workforce where individuals must take responsibility for their own actions. Therefore, we recommend that students and employees save adequate absences and annual leave to cover situations in which the college may be open, but an individual may be unable to safely arrive on campus or may be worried about driving conditions. In those situations, the individual must keep his or her own safety in mind in making decisions and must act accordingly.

In the event of inclement weather, Donnelly College will close or adjust its operating hours in the interest of student and employee safety. Donnelly College will determine its own schedule and may follow the schedule of Kansas City Kansas Public School District. Decisions and announcements regarding college classes and activities will be announced and posted on area media outlets and college information sites. Decisions regarding employees may be independent of whether classes are held.

When conditions make it feasible, the college will make announcements based on the following schedule:

1. Day Classes, College Activities and Events - Announcements regarding a delay or cancellation will be made by 6 a.m.
2. Evening Classes, College Activities and Events - Announcements regarding cancellation will be made by 3:00 p.m. Evening classes and activities are those with a start time of 4:30 p.m. or later.

If weather conditions worsen significantly after a regular or delayed opening, announcements will be made across the campus as quickly as possible. Typically, a specific time will be relayed to suspend all classes and activities. The cancellation or delay of any on-going classes or activities will not result in automatic cancellation or delay of evening or weekend classes or activities.

An announcement regarding delay or cancellation can be found through the following sources. This announcement should guide student actions but may not provide complete information to guide employee actions. Employees should check email after notifications are posted.

College Outlets:

1. Texts sent by the college's notification system unless you have opted out
2. Emails
3. Website - www.donnelly.edu
4. Facebook - www.facebook.com/DonnellyCollege
5. Twitter – www.twitter.com/DonnellyCollege
6. Learning Management System - Canvas

TV Outlets:

1. KSHB 41 (NBC)
2. KCTV 5 (CBS)
3. Fox 4 KC (FOX)

Donnelly College will utilize the following options regarding operating hours:

1. The college is closed. All day and evening classes, activities and events are cancelled. When this happens, employees are asked, for their own safety, to refrain from coming to campus.
2. All day classes, activities and events are cancelled.
3. All evening classes, activities and events are cancelled.
4. Classes are delayed - when classes/activities are delayed, students should report to the class they would normally report to then in progress at that time. In other words, if a class normally begins at 9:30 a.m. and continues until 11 a.m. and the college delays opening until 10 a.m., students should attend that class beginning at 10 a.m. Faculty and staff may access offices no more than one hour before the scheduled opening time for students.
5. Special circumstances that could include offices being open, but classes cancelled, early dismissal, etc.

When the College does open during periods of inclement weather, students and employees are urged to use their best judgment in determining whether traveling conditions to and from the college campus is safe. College personnel will do everything possible to clear parking lots, walkways, and entrances of any snow or ice prior to opening. However, students and employees are urged to use caution during these periods.