



**BOARD OF EDUCATION POLICY**

**CLOSING SCHOOL**

The superintendent is tasked with making necessary decisions regarding canceling classes and/or closing campuses during emergency circumstances. Such decisions will be based on all facts available at the time of the decision and will be publicized on the school's website ([www.mntc.edu](http://www.mntc.edu)), through the automated phone system, and on local news stations.

Daytime and Evening Classes

Except in exigent circumstances, decisions to cancel daytime classes or close the campus will be announced by 6:00 a.m. on the morning of the cancelation, and decisions to cancel evening classes or close the campus will be announced by 4:00 p.m. on the day of the cancelation.

Adult Education Classes (Short-Term), Industry Training, and Conference Center Events

Decisions to cancel these programs will be made independently of decisions regarding regular daytime and evening classes; however, no event will be permitted to be held if the superintendent has closed the campus. These decisions will be publicized in the same manner as other cancelations.

Closing Campus

If a campus closing is made due to inclement weather, both the South Penn and Franklin Road campuses will be closed. If a campus is closed due to other circumstances, the superintendent will determine whether one or both campuses will be closed.

Employee Reporting

If classes are canceled due to inclement weather, all personnel are expected to report to work as soon as travel conditions permit. Any employee who will be more than one (1) hour late for work or who wishes to use a personal or vacation day on such an occasion must contact his/her immediate supervisor as soon as possible. Supervisors also have permission, but are not required, to permit all or a portion of the missed time to be made up within the same week of the absence. Any such arrangements will be based solely on MNTC's best interests. Administrative and supervisory employees are expected to report to work at the usual time.

Even if campus is closed, the superintendent may still require the presence of essential personnel based on the circumstances of the situation.