Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
   1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
   2. Using, during a test, materials not authorized by the instructor (including when taking tests in the Student Success Center);
   3. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;
   4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of an un-administered examination;
   5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
   6. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
   7. Attempting to bribe any faculty/staff/student to alter a grade.

B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.

C. Any forgery, alteration, or misuse of academic documents, forms or records.

D. Fabrication includes the intentional falsification or invention of any information.

E. Collusion includes any secret agreement among students who participate in any academically dishonest activity.

F. Violating requirement and/or agreements associated with “academic work” as defined by the Student Handbook as “Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”

G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

**PENALTIES FOR ACADEMIC MISCONDUCT**

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/activity, or test on which the violation occurred. Sanctions may also be applied to students who enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses.
Should the act of academic misconduct occur while the student is taking an exam in the Student Success Center, the staff member who witnessed the act will complete an Academic Misconduct Form and give a copy to the student and then submit it to the instructor, with a copy being sent to the Dean of Instruction and the Vice President of Student Affairs. In addition, the student will not be allowed to complete the remainder of the exam.

ACADEMIC CONDUCT APPEALS PROCEDURE

A. Initiation of Action

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The form for this documentation may be found on Public Folders/Forms/Academic Misconduct. This form is to be completed by the instructor.

- The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation).

- The student will then have 5 working days to meet with the instructor to further discuss the allegation of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting.

- Should the student fail to meet with the instructor within 5 days the penalty will be imposed and the matter considered closed.

- It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student, the appropriate Dean of Instruction, and the Vice President of Student Affairs.

- In any case where the student is not readily available the written document should be sent to the student via certified mail. In any case where the instructor may not be available to meet with the student within 5 working days after receipt of the document the instructor should present his/her evidence to the appropriate Dean of Instruction and the student should proceed directly to a Level One Appeal if the student disagrees with the proposed action in the written document.

B. Instructor/Student Meeting

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor is convinced that an act of academic misconduct did in fact occur, the instructor shall:

- Advise the student of such fact and the penalty to be imposed.

- The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing to the appropriate Dean of Instruction within 5 working days.

C. Level One Appeal

1. If the student does not accept the resolution, the student has five (5) working days to appeal in writing to the appropriate Dean of Instruction. The student is to send a copy to the instructor.

2. The written appeal should include:

   - An indication that a formal appeal of the issue is being initiated.
• Request reconsideration of the assessment.
• Explain the specific situation being appealed.
• State the specific basis for the appeal.
• Include any written evidence and state what additional evidence is available for presentation.

3. The Dean of Instruction will meet separately with the instructor and the student to review the decision and try to resolve the issue. A written response will be provided within five (5) working days. At the discretion of the Dean of Instruction, all three parties may meet to discuss the case.

4. The issue will be resolved at this level if both the instructor and student sign acceptance of an agreement as to the allegations of misconduct and any resulting penalties or if neither the student nor the instructor appeals the matter to the Vice President of Student Affairs.

D. Level Two Appeal

1. If either the student or the instructor does not accept the decision of the Dean of Instruction, they (he/she) may appeal in writing to the Vice President of Student Affairs. The written appeal should include:
   • An indication that a formal appeal of the issue is being initiated.
   • Request reconsideration of the assessment.
   • Explain the specific situation being appealed.
   • State the specific basis for the appeal.
   • Include any written evidence and state what additional evidence is available for presentation.

2. Request to appeal must be initiated within five (5) working days following the notification of the Dean of Instruction’s decision.

3. If a request to appeal is filed, the Vice President of Student Affairs will convene the Appeals Committee. The Appeals Committee will consist of: three (3) faculty members, three (3) students and one (1) staff member or administrator. If any person on the committee has been or will be involved in the process at another level, such person should not serve on the committee.

4. The Vice President of Student Affairs will notify the student, the instructor, and the Dean of Instruction that the request to appeal has been filed by sending each of them copies of the request to appeal.

5. The Academic Appeals Committee will be conducted as prescribed below:
   • The hearing committee will receive the documentation from the Vice President of Student Affairs that has been provided throughout the course of the process.
   • The hearing committee will convene and discuss the evidence provided as well as any additional evidence that can be accessed through the Vice President of Student Affairs and Academic Affairs offices (for example, a copy of a syllabus).
   • If the hearing committee determines they would like to meet with the individuals involved, the Vice President of Student Affairs will make arrangements for an additional meeting.

6. The Appeals Committee is empowered to recommend dismissal of the charge if the evidence does not substantiate that academic misconduct did in fact occur. The Committee may uphold, modify, or dismiss the decision of the instructor.
7. The findings of the Appeals Committee will be reported to the Vice President of Student Affairs, the student, the instructor, and his/her Dean of Instruction. The Vice President of Student Affairs shall notify all parties involved of his or her decision within five (5) working days.

8. If the action involves an assignment that needs to be graded, the Dean of Instruction will supervise the process.

9. If the action involves a change of a course grade, the Registrar also will be notified by the Vice President of Student Affairs. The Vice President of Student Affairs decision is considered final. Instructors should retain records of the final decision in a case of alleged academic misconduct for at least one (1) calendar year.

Revised: 12/3/12
Add/Drop/Withdrawal Policy

It is the student’s responsibility to officially add or drop a course in which he/she is enrolled. (Students are not to cease class attendance without completely processing an Add/Drop Form. Failure to take such action will result in an “F” being assigned for the course.)

- Courses may be added or dropped during the first week of classes with only adviser approval.
- Courses can be dropped by email to your adviser but not by phone.
- It is the responsibility of the student to confirm all add/drops/withdrawals, regardless of the situation.

Drops completed during the first week of courses are considered a “drop” and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript. During this period the:
- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the adviser or appropriate director.
- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form.
- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals.

*Discontinuing attendance in class without officially dropping/withdrawing will result in an “F” being recorded on the transcript.*

Failure to complete an Incomplete Contract agreement will automatically result in an “F” being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an “F” due to academic misconduct.

* Refer to academic calendar for specific dates, especially for the summer sess*
PROCEDURE 3.32  CELL PHONES IN THE CLASSROOM

Purpose

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss from class or have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules.

The purpose of this statement is to set forth College procedure with regard to use of cell phones and pagers during class.

Procedure

Labette Community College seeks to promote a teaching and learning environment free from classroom disruptions.

The following standards are intended to define acceptable classroom behavior with regard to cell phones that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Instruction prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the Academic Honesty Procedure 3.07.

Further, the Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

Adopted: 5/23/05
Revised: 9/20/10, 5/2/11
PROCEDURE 3.33  GUESTS AND CHILDREN IN THE CLASSROOM

Purpose

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss from class or have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. The purpose of this statement is to set forth College procedure with regard to guests and children in classrooms.

Procedure

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student’s responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

The Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

Adopted: 5/23/05
POLICY 4.08  STUDENT CODE OF CONDUCT

Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a manner which is supportive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within two working days of the incident along with any action taken.

Regulations

A. Alcohol. The College will uphold and enforce the Kansas law concerning the possession and consumption of alcoholic liquor and beer.

B. Tobacco. The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.

C. Illegal Drugs. The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.

D. Behavior Misconduct. Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. A student may be directed to desist from behavior, which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.

E. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges.

F. Assault. Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets or putting any person in fear and apprehension of harm will not be tolerated.

G. Firearms, Fireworks and Other Weapons. Possession of firearms, fireworks, explosives and unlawful weapons such as the following shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks, explosives or firearms on the College
property is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action, suspension/dismissal from housing and/or suspension/dismissal from school, as well as criminal prosecution. Storage space for firearms or other weapons is not provided on College property. The term weapon includes but is not limited to the following:

1. A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;

2. a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;

3. a pistol, revolver or other firearm;

4. a spring gun.

5. any facsimile of the above weapons.

Revised: 5/12/2011
Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a manner conducive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct that occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within two working days of the incident along with any action taken.

The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Honesty.

A. Applicability
   This Code of Student Conduct is applicable to every student enrolled at the College, whether part time or full time and whether in residence, by extension, or otherwise and may at times apply to persons off campus when using College facilities or participating in LCC programs or activities, including, but not limited to, off campus outings and clinical practice trips. This code is adopted pursuant to authority granted by the LCC Board of Trustees.

B. Definitions
   1. Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted &/or performed for purposes of evaluation/grade determination.
   2. Code: this Code of Student Conduct.
   3. College: Labette Community College.
   4. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
   5. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus.
   6. Day: Business day is that in which College administrative offices are open for normal business, even if no classes are being held.
   7. Disciplinary action: proceedings under Section 3 of this code.
   9. Hearing Officer: that person appointed by the VP of Student Affairs or the Chair of the Appeals Committee, to conduct hearings under Section Three of this code.
   10. Notice: correspondence (1) sent by mail, including email, addressed to the addressee at the local address, as shown on College computer records in the Office of the Registrar/Admissions; (2) personally delivered to the addressee; or (3) personal contact.
   11. Preponderance of the evidence: that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
   12. Published LCC policy: any provision of a Board of Trustees order or rule, an official College policy or procedure, or a published directive, rule, or regulation of the College.
13. **Record**: all written documents, forms, copies, reports, statements, tape recordings, or tangible evidence in a disciplinary action.
14. **Will** and **Shall** are used in the imperative sense.

C. **Awareness of Student Code of Conduct Policies**
Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs’ Office or in the Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on students, employees, the College or the educational process. In the event of an infraction:

a. The student(s) believed to have been involved will meet with the respective college official to review the incident.
b. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the official will initiate the procedures for an initial hearing, as indicated in Section 3.
c. Should the student disagree with the findings, an appeal is allowed from the initial hearing, and is to be pursued within the respective procedures.

D. **Conduct Required**
Each student shall conduct himself in a manner consistent with the College's mission as an educational institution. Any student who fails to conduct himself in such a manner violates this Code and a disciplinary penalty may be imposed.

E. **Conduct Prohibited**
Specific examples of conduct that are in violation of the Student Code of Conduct include, but are not limited to, the following, and include any attempt to commit the following (including conspiracy or collusion):

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Violation of any published College policy.
3. Failure to comply with the directives of a College official acting in the performance of his duties. This includes the failure to respond to a summons to the office of an administrative officer within the designated time or to present identification upon request of any college official. This summons may be issued by mail or email.
4. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding.
5. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
6. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
7. Unauthorized throwing of any object in/from College facilities.
8. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms or notification equipment).
9. Engaging in conduct that interferes with or disrupts any College teaching, research,
administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus includes collusion. (See Item F below).

10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.

11. Possession of or making use of College keys for an unauthorized purpose.

12. Engaging in or submitting to hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student (See Item G below).

13. Violation of the published College policies on the possession and use of alcoholic beverages.


15. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance (whether or not it is an illegal substance), especially on College property or at College activities.

16. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property on College property.

17. Theft, destruction, damage, or misuse of property belonging to or the responsibility of the College or to any person.

18. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.

19. Advocating or recommending orally or in writing conscious or deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and setting in place such actions.

20. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.

21. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.

22. Knowingly or recklessly (1) initiating, communicating, or circulating a report of a present, past or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies (can include any semblance of a terroristic threat); (2) placing a person in fear of serious bodily injury; or (3) preventing or interrupting the occupation of a building, room or aircraft, automobile, or other mode of conveyance. This includes collusive action to commit these acts.

23. Violation of college, local, state or national parking & traffic regulations.

24. Receiving three (3) Academic Misconduct Forms during their attendance at LCC. (Refer to Procedure 3.07)

25. Receiving three (3) Tobacco Incident Forms during their attendance at LCC. (Refer to Procedure 2.09)

26. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy under the policies/procedure section)

27. Malfeasance or misuse of elective or appointed office in a student organization or position as a college work study, its members or the welfare of the College community.

28. Failure to have LCC Identification Card when asked to present it on the LCC Campus.

29. Tampering or altering the LCC Identification card.
30. Possession of an instructor’s manual or other teaching material for an LCC course.

31. Behavior misconduct. Individuals are not to exhibit behavior that threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner.
   a. This includes intentionally, knowingly, recklessly harassing or threatening, in person, by phone, in writing, in collusion or other means, which thereby causes or intends to cause annoyance or alarm. This includes racial, ethnic or sexual harassment, and bullying.
   b. "Bullying" means any intentional gesture or any intentional written, verbal, or electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
      i. Harming a student or staff member, whether physically or mentally;
      ii. Damaging a student's or staff member's property;
      iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
      iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.
   c. A student may be directed to desist from behavior, which, in the opinion of a college official, is intended to or has the effect of subjecting an individual to this type of harassment or intimidation.
   d. Students persisting in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.

32. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Unwanted sexual activity, including date/acquaintance/gang rape/sexual harassment, will not be tolerated and the perpetrator(s) could face both College disciplinary action and criminal charges.

33. Firearms, fireworks, and other weapons. Possession of firearms, fireworks, explosives, facsimile and unlawful weapons such as those listed below shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks, explosives or firearms on the College property is in violation of College regulations. Students identified in these violations face serious disciplinary action, up to and including suspension, expulsion, and/or dismissal from school, as well as referral for prosecution. Storage space for firearms or other weapons is not provided on College property. A weapon is defined, but not limited to the following:
   a. A bludgeon, sand club, metal knuckles, or throwing star, or any knife commonly referred to as a switch blade, which as a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
   b. A tear-gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
   c. A pistol, revolver or other firearm. (Refer to the Weapons Policy in the previous
d. A spring gun.

F. College Policy Prohibiting Disruptive Activities
1. The College reserves the right to take disciplinary action against individual students and/or groups who are involved in disruptive activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions.
2. Persons engaging in certain disruptive activities on the College campus, including extension sites, will be subject to discipline and referred to the County Attorney for criminal prosecution.
3. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus property or extension sites of LCC.
4. For the purposes of this section, disruptive activity means:
   a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
   b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
   c. Preventing or attempting to prevent by force, violence or threat of force or violence a lawful assembly authorized by the school administration;
   d. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
   e. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without authorization of the school administration.
   f. Activity/behavior, which prevents the academic process from proceeding in an orderly fashion and which continues after the college official has requested the behavior of the student to cease and/or the student has been issued a written statement to refrain from such behavior. (An instructor can dismiss a student from that class session for disruptive behavior. The student is to meet with the Vice President of Student Affairs prior to returning to class, if so directed by the instructor.)
   g. Persistent or gross acts of willful disobedience or defiance toward college personnel.
   h. Verbal abuse towards a student or college employee.
   i. Disorderly, lewd, indecent or obscene conduct.
   j. Breach of peace on college property or at any college sponsored or supervised function.
   k. Failure to comply with socially acceptable standards of personal hygiene, e.g. body odor, lice, smelly clothing.
   l. Behavior when taken by itself may not normally be perceived as disruptive, but when viewed in the overall context of the situation, especially as it relates to
repetitive behavior, noticeably impedes the learning environment.
m. For the purposes of this section, a lawful assembly is also disrupted when any
person in attendance is rendered incapable of participating in the assembly due to
use of force or violence or due to a reasonable fear that force or violence is likely
to occur.
5. Nothing herein shall be construed to infringe upon any right of free speech or expression
guaranteed by the Constitutions of the United States or the State of Kansas.

G. College Policy Prohibiting Hazing
The College reserves the right to take disciplinary action against individual students and/or
groups who are involved in hazing activities, especially those which endanger the physical
&/or mental health of those involved. Such disciplinary action may be taken independently
of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions.
Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off
campus. Any hazing activity described below upon which the initiation or admission into or
affiliation with an organization sanctioned or authorized by LCC shall be presumed to be a
forced activity, even if the student willingly participated in such activity.

For purposes of clarification:
1. Hazing means an activity that endangers the mental health or physical health or
safety of a student for the purpose of initiation or admission into or affiliation
with any organization operating as an entity of LCC;
2. Endanger the physical health shall include but not be limited to any brutality of a
physical nature, such as whipping, beating, branding, forced calisthenics,
exposure to the elements, forced consumption of any food, alcoholic beverage as
defined in Kansas Statues, controlled dangerous substance, or other substance, or
any other forced physical activity which could adversely affect the physical health
or safety of the individual; and
3. Endanger the mental health shall include, but not limited to, any activity, except
those activities authorized by law, which would subject the individual to extreme
mental stress, such as prolonged sleep deprivation, forced prolonged exclusion
from social contact, forced conduct which could result in extreme embarrassment
or any other forced activity which could adversely affect the mental health or
dignity of the individual.

H. Procedures
1. Investigation. When the Vice President of Student Affairs receives information that a
student has allegedly violated a published College policy, she/he shall investigate the
alleged violation. The Vice President of Student Affairs may discuss, consult and advise
with the individuals involved.
   a. Faculty and staff shall submit a Behavior Misconduct Form to report violations of
Procedure 4.08. The forms are available on Public Folders and on the RedZone
Faculty Page.
   b. Full-time and adjunct faculty shall submit Academic Misconduct Forms to the
Vice President of Student Affairs and the Dean of Instruction. The forms are
available on Public Folders and on the RedZone Faculty Page.
c. Faculty, staff, and students shall submit Tobacco Incident Forms for students to the Vice President of Student Affairs. The forms are available on Public Folders and on the RedZone Faculty Page.
d. Faculty, staff, and students may also submit a violation via written correspondence (letter or email) or by contacting the Vice President of Student Affairs via phone call or in person.

2. Administrative Hearing. If the Vice President determines from the investigation that a hearing shall occur, the student will be notified by sending a letter to the student’s Labette Community College provided email as well as a first class letter to the address listed in the College’s Database. When the student appears before the Vice President of Student Affairs, the student shall have an opportunity to relate or explain any facts bearing on the alleged violation. After a fair and impartial assessment, the Vice President of Student Affairs shall make a determination of whether a published College policy was violated, and if so, will impose the appropriate disciplinary penalty. The Vice President of Student Affairs shall provide the student with a written decision either at the time of hearing or within ten days of the hearing. The Vice President of Student Affairs also retains the option of referring the case to the Appeals Committee.

3. Nonacceptance of Administrative Disposition. If the student chooses not to accept the Vice President of Student Affairs’ decision, the student has ten (10) consecutive business days after the notification of the decision is mailed in which to file a written request for an appeal to the President.

I. Short Term Suspension Pending a Hearing

1. When Appropriate. In the event the Vice President of Student Affairs or the President has reasonable cause to believe that a student's continued enrollment poses (1) a danger to the safety of the student, other persons, or College property; or is (2) an ongoing threat of disrupting the academic or administrative process, the Vice President of Student Affairs or the President may impose any of the disciplinary penalties provided below, pending a hearing. (3) The Vice President of Student Affairs may also require the student to undergo counseling and/or an evaluation, at the college’s expense. The Vice President of Student Affairs may require counseling and/or evaluation be completed prior to the temporary discipline or as part of the final sanction.

2. Notice of Temporary Action. Upon the decision to impose the disciplinary action, the Vice President of Student Affairs or the President shall notify the student via email or in person.

3. Hearing. Upon notification to the student of the temporary disciplinary action, the Vice President of Student Affairs shall immediately initiate the hearing procedures provided in the Code, and a hearing shall normally be held no later than ten class days after the temporary disciplinary action was taken.

J. Hearings

1. Rights of Student in Hearings. Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:
   a. Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
   b. Notification in writing of the date, time, and location of the hearing.
c. An advisor (friend, parent, faculty member, etc.,) or legal counsel may participate in the hearing. Students wishing to have an attorney present must notify the Vice President of Student Affairs in writing three full business days in advance. Notice must include the name and address of the attorney, and authorization for the college to release information to the attorney.
d. The presentation of witnesses and other evidence, which must be requested no later than three full business days prior to the hearing. The Vice President of Student Affairs may contact these and other witnesses in advance and may request a written or recorded summary of their testimony.
e. A transcript or recording of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
f. The student has the right to be present throughout the hearing, except during deliberations. This right may be waived by the student’s failure to attend the hearing.
g. The hearing will be conducted in a manner confidentially to protect the privacy of the student and witnesses.

2. **Time of Hearing.** When required, a conduct hearing shall be held as soon as practical but no earlier than five class days after the required written notice to the student, unless the student agrees to a more immediate resolution.

3. **Notice of Hearing.** The Vice President of Student Affairs shall give written notice to the student containing the following:
   a. A statement of the charges and a brief description of the alleged conduct upon which charges are based.
   b. The date, time, and location of the hearing.
   c. A reference to this chapter/section, which includes the rights of the student.
   d. A statement that the student must provide a list of witnesses, and a description of other expected evidence.
   e. Statement referring to the student’s rights in the hearing.
   f. Statement regarding non-attendance at hearing (see item 5 below)
   g. When service is by mail, the proper official shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by regular mail to the student at the student's permanent or local address (as appropriate) as maintained in the Office of the Registrar. **NOTE:** It is a violation of the Code of Student Conduct for students to not maintain a valid address. If faxed to student or student designee (such as an attorney) notation on Vice President of Student Affairs copy shall be sufficient.
   h. The Vice President of Student Affairs retains the option of notifying the student by email at the address noted on the Registrar database &/or other addresses of which the Vice President of Student Affairs has been made aware.

4. A hearing **may** be postponed one time by the Vice President of Student Affairs for good cause upon written request being filed within three (3) working days prior to the date of the hearing. The length of the postponement, if granted, shall be a reasonable time, as determined by the Vice President of Student Affairs and if applicable, the Vice President shall determine if the students remains on suspension until the hearing is held.

5. If the student does not appear at the hearing, the student will waive the right to the hearing. The hearing officer (the Vice President of Student Affairs or the Appeals
Committee Chair) will render a decision based on the information and evidence available.

6. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) will govern the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing. He/she may freely question any witness.

7. Upon the request of the student, or upon his own initiative, the hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) may issue a subpoena or subpoena ducas tecum for a witness to appear and testify or produce documents at a hearing. Subpoenas shall be personally delivered or sent by certified mail. Students, staff and faculty who are subpoenaed to the hearing are expected to comply.

8. During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the advisor, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) reserves the right to allow alleged victims to be present throughout the hearing. Key witnesses may be allowed to remain for extended periods to listen and respond to significant testimony or evidence that is presented, at the discretion of the chair. All persons present at the discipline hearing shall treat the matters discussed therein as confidential information not to be disclosed to others. The hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) may dismiss any attendee from the hearing for cause, such as inappropriate behavior.

9. Legal rules of evidence do not apply to conduct hearings. Any relevant evidence may be admitted, if it is credible and is the sort of information reasonable people would rely upon in the conduct of their decision-making.

10. The student may choose not to testify, and the hearing officer (the Vice President of Student Affairs or the Appeals Committee Chair) and appropriate committees shall presume the student innocent of the charges until he/she is found to have committed the act by a preponderance of the evidence.

11. The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.

12. During an appeal hearing, which will be conducted by an Appeal Committee, the Vice President of Student Affairs and the student may present brief summation arguments. Deliberations will be closed to all but the committee members. The committee may recall any witness who can provide information pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the committee finds the student guilty, the committee will review the students past violation(s) when considering penalty assessment for the student.

13. The Appeals Committee shall deliberate and determine whether the student is guilty of violating a published College policy. The Chair of the Appeals Committee shall state in writing the College policy, which was violated, each finding, the acts supporting same, and the penalty to be imposed.

14. The Vice President of Student Affairs shall inform the student of the decision in writing, and if a disciplinary penalty has been imposed.

K. Disciplinary Penalties
   1. Nature of Penalties. The following penalties comprise, but are not limited to, the range of official College actions, which may be taken when a student engages in prohibited
conduct. These penalties are not exclusive and may be imposed together with other penalties.

a. **Warning:** A verbal or written notice to the student that a violation of a published College policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Vice President of Student Affairs office.

b. **Restricted privileges:** Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of campus, dining privileges, visitation privileges, restricted privilege to attend classes or events, or participation in athletics or other extracurricular activities. The restriction may be imposed for a definite term or period of time.

c. **Special project:** The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending special courses, community service, lectures, or counseling sessions at the student’s expense. The special project may be imposed only for a definite term.

d. **Restitution:** Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.

e. **Disciplinary probation:** A finding that the student is not in good standing, and that his continued enrollment is conditioned upon adherence to published College policies. Probation may be imposed only for a definite term but automatically imposes the following:

   i. A student on disciplinary probation or additional disciplinary sanctions is ineligible to hold or be elected to an office of any student organization recognized by the College;

   ii. A student on disciplinary probation or additional disciplinary sanctions may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.

f. **Prohibition against readmission.**

g. **Loss of or ineligibility** for a student scholarship, grant or loan.

h. **Suspension:** Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any College activity. *

i. **Expulsion:** Expulsion is the termination of student status for an indefinite period, up to one calendar year. The conditions of readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the College will not allow the student to reenroll, the student will be expelled. If a student is reinstated after the expulsion, it is only after a complete reconsideration of the case by the Vice President of Student Affairs (or the Appeals Committee).*+

j. **Banned from Campus:** If the seriousness of the offense warrants, a student may be banned permanently from campus. When a student is banned, they will be informed in writing that if they are on college property, the local authorities will be contacted.

2. **Recording of Penalties.** The penalties provided would be noted in the student's conduct file.

3. **Finality of Penalties.** No penalty shall normally take effect until disciplinary action becomes final. Disciplinary action becomes final when:

   a. In the event of administrative disposition, upon receipt by the student of the
decision.
b. In the event of a hearing, upon notification to the student of the decision of the Appeals Committee.
c. In the event of review by the President, or Board whether directly or by appeal, upon notification to the student.
d. If disciplinary action is invoked prior to appeal, student may request an appearance before the proper supervisor/body.

* = Vice President of Student Affairs has the option of requiring the individual to attend a screening/assessment appointment at the student’s expense prior to permitting readmission.

+ Expelled Student Procedure

1. A student can be banned from campus when an incident is reported that could be threat to one or more individuals at the college. When this is done, it is considered a temporary ban and will not exceed ten days while an investigation is being completed. The student will receive a letter indicating this is the case and will be made aware of the process.

2. When a student is expelled, they will receive a letter from the Vice President of Student Affairs indicating expulsion as well as any time limits and conditions that have been placed on the student. Depending on where the student is at in the Discipline Process, they will have the opportunity to attend a hearing or appeal the decision.

3. At the time of a temporary ban or an expulsion, the Administration Team will be notified of the expulsion, the reason, and will include a picture of the student.

4. The Administration Team then determines which staff members within their departments should be notified of the temporary ban or expulsion without giving the reason unless deemed necessary. A statement regarding FERPA and the confidentiality of the issues will be made at this time. In addition, staff will be told that additional communication will occur as warranted, based on where the individual is in the hearing/appeal process.

Some of the following staff should be informed:

a. Instructors the student has for the current semester, as well as full-time faculty, will be informed by the Dean of Instruction.

b. Staff sitting on the “front line” of customer service areas, i.e. Admissions Desk, Business Office Desk, Receptionist, Library.

c. Academic Advisor.

d. Director of Facilities.

e. Coach and Student Organization Advisors if appropriate.

5. If a student is cleared to be back on campus, the Vice President of Student Affairs will contact the individuals listed above indicating such as well as any restrictions that have been placed on the student. The Dean of Instruction will then inform the instructors.

6. If a student is expelled from onground classes (Main Campus, Cherokee Center, Extension Sites), the Vice President of Student Affairs will make a recommendation on whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll at LCC.

7. Each disciplinary situation is different so the timeline, persons informed, and process may be modified based on unique circumstances.
8. A listing of all expelled students will be kept on file by the Administration Team with the Vice President of Student Affairs providing updates as needed.

L. Appeals
   1. Appellate Jurisdiction
      a. *Vice President Level.* The Vice President of Student Affairs will administrate all student conduct matters. Students involved in nonacademic misconduct may appeal the Vice President of Student Affairs’ decision to the Appeals Committee. Academic appeals of the Dean of Instruction decisions may also be sent to the Appeals Committee, pending review by the Vice President of Student Affairs.
      b. *Appeals.* The Vice President of Student Affairs, in the event of a written appeal of a disciplinary sanction, shall coordinate the appeal hearing logistics such as notification to all parties of the time, date, location, etc., similar to that stated above. Nonacademic appeals will then go direct to the Committee. Academic Appeals will have to be processed via the Dean of Instruction, then, if not resolved, to Vice President of Student Affairs for review before bringing it to the Committee.
      c. *Appeals Committee.* This body, approved by the President, serves one year. It is comprised of two faculty, three students and two staff members (one Educational Support Staff and one Professional Staff) The Chair will work closely with Vice President of Student Affairs to follow appropriate procedures for the hearing.
   2. Perfecting Appeal
      a. *Filing Deadline:* A student wishing to appeal the Vice President of Student Affairs’ decision must have a signed, written notice of the appeal request with appropriate rationale to the Vice President of Student Affairs’ office no later than 4 p.m. ten (10) business days after the notification of the prior decision is mailed to the student or attorney, or five (5) business days if faxed or hand delivered.
      b. *The grounds for requesting appeal should be:*
         i. The sanction imposed was too harsh (probation for at least one semester, suspension, or expulsion only).
         ii. An error that significantly prejudiced the rights of the defendant. (Be specific; include documentation.)
         iii. Significant new information discovered after the initial hearing and presented to the Vice President of Student Affairs within ten days of that hearing.
   3. Appeal Evaluation. The Vice President of Student Affairs will contact the Chair of the Appeals Committee to evaluate the grounds for appeal. If they are believed to be sufficient, the Chair will notify the Vice President of Student Affairs to initiate procedures for convening the Committee no later than ten (10) business days of the request, unless there are extenuating circumstances, which are to be shared with the student.
   4. Appeals Committee
      a. The Chair of the Appeals Committee will notify the student in writing of the time, place and date of the appeal hearing with other required information (as listed in Section J).
      b. No committee members may have a material interest in or knowledge of the issue on appeal.
c. Shall receive for review all written materials and information relevant to the appeal, which will be independently reviewed by the committee members.
d. May collect more information to rule on the question.
e. The hearing will occur regardless of the student's attendance, with the decision based on the information and evidence available. See Section J for the hearing procedures.
f. Members may question participants written or verbal statements.
g. The Chair, selected by the President, may devise the format, limit discussion, and otherwise conduct the meeting, as she/he deems fair and appropriate, with the consensus of the Committee members.

5. **Action on Appeal.** Upon either appeal or discretionary review, the officer/committee considering the same shall review the transcript(s) and may require, at his discretion, the parties to submit written &/or oral arguments. The officer/committee having jurisdiction may approve, reject, or modify the decision being appealed and may require that the original hearing be reopened for presentation of additional evidence and reconsideration of the current decision.

6. **Appeal Review.** The President may, on his/her initiative, review any disciplinary case. Upon such review he/she may approve, reject, or modify the lower decision, or may remand the decision to the original hearing for presentation of additional evidence and reconsideration of the decision.

Revised: 8/11/14
PROCEDURE 4.15  IDENTIFICATION CARDS

In order to provide a safe and secure environment, all Labette Community College students, employees, and guests are required to have identification while on campus. The college will make every effort to ensure that all individuals on campus are here for appropriate reasons. All Labette Community College students and employees are required to have an LCC Identification Card. The college will provide lanyards for all students and employees so that the Identification Cards can be visible at all times while on campus. Failure to have the identification card could result in disciplinary action by the Vice President of Student Affairs for students and the appropriate supervisor for staff.

LCC Identification Cards must not be tampered with or altered. Doing so could result in disciplinary action by the Vice President of Student Affairs for students and the appropriate supervisor for staff.

The initial identification card is free. Replacement cards, whether lost or stolen, are $5 each. Identification Cards may be obtained from the Admissions Office located on the Second Floor of the Student Union. The hours of operation for the Admissions Office are:

- Fall and Spring Semesters: Monday-Friday from 8:00 a.m. – 4:30 p.m.
- Summer Sessions: Monday-Thursday from 7:00 a.m. – 4:30 p.m.

Visitors to campus, may be asked to provide photo identification as well as their reason for being on campus, if an issue warrants.

Approved: 11/1/10
Revised: 10/1/12
POLICY 2.09  USE OF TOBACCO PRODUCTS

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become “passive smokers” without choice. In addition, use of smokeless tobacco products creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, KSA 21-4010 July 1, 2010, the campus is a public place and therefore required to be smoke free.

For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-free policy.

Specifically:

1. Tobacco use in any form and/or electronic cigarettes is prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.

2. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.

3. Tobacco use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10, 9/8/11, 11/14/13
The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Labette Community College has implemented the following sanctions in violation of the policy/procedure:

**Students**

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College’s Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College’s Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her $25 for violating the College’s Tobacco Free Policy. A hold will be placed on the student’s record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore, will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Labette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

**Employees**

When an employee is observed using a tobacco product in violation of the policy, the person who observed the behavior completes the Tobacco Incident Form and submits the form to the Human Resource Director. In addition, the witness is asked to tell the individual of the Tobacco Free Policy at the College.

First Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident. The supervisor will complete an incident form and place it on file in the supervisor’s office.
Second Offense: The Human Resource Director contacts the employee’s supervisor regarding the incident and a Performance Improvement Plan will put in place to correct the behavior.

Third Offense: Reference Policy and Procedure 2.16: IMMEDIATE TERMINATION: Employees are to use their common sense and honesty to avoid discipline. The listing below is not intended to be all-inclusive, but is illustrative of conduct which may result in immediate termination.

2.b. Unauthorized use or possession, within the College on its grounds or while driving a College leased or owned vehicle, of narcotics, drugs, alcoholic beverages or substances that alter mental and/or physical condition so as to impair or impede normal function.

2.c. Use of tobacco within the College on its grounds or while driving a College leased or owned vehicle.

Visitors

All visitors are held to the same standards as all students and employees while on College property and must abide by the Labette Community College approved policies. When a visitor is observed using a tobacco product in violation of the policy, the person who observed the behavior asks the person in violation to comply with the College’s Tobacco Free Policy. If the person in violation refuses to comply, the individual will be asked to leave campus. If the person in violation refuses to leave campus, the observer of the behavior is to call the local law enforcement authorities.

As a part of all letters sent to individuals that violate the policy, information on tobacco cessation will be provided.

Revised: 7/8/10
Adopted: 10/17/95
PROCEDURE 3.21  CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

General

Occasionally, classes may be cancelled due to inclement weather or various other situations. Students, faculty, and staff should assume that classes would be held on schedule, unless specifically notified otherwise.

Class Cancellation

Classes may be cancelled as follows:

1. Day only at Main Campus and/or Cherokee Center
2. Evening only at Main Campus and Cherokee Center and/or all locations
3. Both Day and Evening at Main Campus, Cherokee Center and/or all locations

Authority to Cancel Classes/Campus Closing

The Vice President of Academic Affairs and Vice President of Finance and Operations will consult regarding road conditions and other situations. If the decision is made to cancel classes and/or closing campus, the Vice President of Academic Affairs will contact the President and Director of Public Relations. The Director of Public Relations will contact radio and TV stations. The Vice President of Finance and Operations will contact IT for Web posting and the Schoolreach emergency alert system designee. The Vice President of Finance and Operations will send e-mails to All LCC and Adjunct global e-mail listings.

Under no circumstances should a student, instructor or other employee assume responsibility for canceling a class due to weather concerns or any other situation. In the event an instructor cannot drive to the class location, her/his supervisor should be informed. The supervisor will determine what actions will be taken.

Cancellation of Classes by Location/Campus Closing

The Campus will cancel classes or close the Main Campus, Cherokee Center and Extension on the basis of location. Location means: (1) Parsons Campus (2) Cherokee Center and/or (3) Extension locations. If an Extension location is closed, all classes at that site are cancelled.

Timelines for Cancellation/Campus Closing

Day Classes: Normally, a decision to cancel day classes starting prior to 4:00 p.m. or closing the Main Campus and/or Cherokee Center will be made no later than 6:00 a.m., or as soon as possible thereafter.

Evening Classes: A decision to cancel evening classes prior to 4:00 p.m. or later or close the Main Campus or Cherokee Center will be made no later than 3:00 p.m. Evening classes may be held even if day classes were cancelled.

Extension Classes: If an Extension location is closed, all classes at that site are cancelled.

Notification of News Media, Web posting & e-mails, Schoolreach alert

Local radio (normally KLKC, KKOW, KGGF, KSYN, KIND) and TV stations (normally KOAM/FOX, KSN, KODE) will be informed of any class cancellations as soon as possible after the decision has been made. The Director of Public Relations will be responsible for contacting radio and TV stations. The Webmaster will be responsible for Web posting on the home page at www.labette.edu. The Vice President
Finance and Operations will be responsible for contacting IT for Web posting, Schoolreach Emergency phone messages and sending e-mail messages to All LCC/Adjunct global addresses.

**Regarding Employees**
If classes are cancelled, staff will not be required to report to work unless notified by their supervisors.

**NOTICES OF CANCELLATION OF CLASSES AND/OR CAMPUS CLOSING**
When inclement weather or other situations threaten the normal schedule, listen to local radio and TV stations, see the Website, email or wait for a Schoolreach phone message regarding changes. If the radio/TV station, Website, e-mail or Schoolreach message does not state that LCC classes have been cancelled or the Campus has been closed, classes will be held on the normal schedule and the Campus Main Campus and Cherokee Center will be open normal business hours.

In the event of class cancellations or Campus closing, you will hear one of the following announcements through local media, the Website, e-mail or the Schoolreach emergency phone system:

Include respective day and date on each message below:
A. ‘All classes cancelled day and evening at all locations.’
B. “Day classes, those starting prior to 4:00 p.m. on the Main Campus and Cherokee Center are cancelled. A decision regarding evening classes will be made later.”
C. "Evening classes, those starting at 4:00 p.m. or later, are cancelled at the Main Campus, Cherokee Center and/or all locations."
D. “All Day classes, those starting prior to 4:00 p.m., are cancelled at the (specific Main Campus, Cherokee Center, and/or all locations).” State others not closed as open “Main Campus, Cherokee Center and/or all locations. A decision regarding evening classes will be made later.”
E. “All Evening classes, those starting at 4:00 p.m. or later, are cancelled at the (specific Main Campus, Cherokee Center, and/or all locations).” State others not closed as open “Main Campus, Cherokee Center and/or all locations.”

Listen to local radio (KLKC, KKOW, KGGF, KSYN, KIND) and TV stations, (KOAM/FOX, KSN and KODE) beginning at 6:15 a.m., or regarding evening/extension classes, 3:15 p.m.

Revised: 4/14/05, 4/11/11