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## Student Information

The Student Information section includes the rules, guidelines, and processes that allow the student and College to operate while assuring concern for the rights of others and their property. The topics in this section are listed alphabetically.

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### Administration of Student and Academic Codes

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The Vice President of Student Affairs (VPSA) shall be primarily responsible for the administration of the student conduct system. The Student Life Specialist (SLS) may work closely with the VPSA in resolving minor disciplinary problems resulting from the violation of regulations regarding student activities.

The Vice President of Academic Affairs (VPAA) shall be primarily responsible for the administration of the academic conduct system, in cooperation with the Dean of Instruction. On rare occasions there may be incidents that involve both student and academic conduct, at which time the Vice Presidents will consult and the more serious offense will have precedence. (The consultation is to include the necessity for having the President appoint an additional 'standby' appeals committee as a precaution to help ensure fairness of due process in this unusual situation.) .

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### Alcohol/Drug-Free Campus Policy

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#### Definition of Terms

- “College property” means any property owned, leased or rented by LCC including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long-term basis.
- “Alcoholic beverages” as used in this policy, mean beverages, which are alcoholic liquor, or cereal malt beverages as defined in Kansas Statutes.
- “College funds” mean any funds managed and controlled within the College’s financial accounting system.
- Funds of the LCC Foundation are not included in this because the College does not directly control them.

#### General Regulations

- Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
- As a general operational policy, alcohol may not be purchased with College funds.
- College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
- College employees/students may not transport fellow employees/students or drive in a personally owned/ leased vehicle while under the influence of alcoholic beverages or illegal drugs or when impaired by the use of prescription medications during College business or College-sponsored trips.

#### Exceptions

- Alcohol may be served at select events in the Cardinal Event Center with written permission from the College’s President’s Council.
- Request to serve alcohol at an event in the Cardinal Event Center must be made in writing to the College President at least two weeks in advance of the event.

#### Violations

- Employees or students who violate this policy are subject to applicable disciplinary actions.
- Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense.
- The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

#### Purpose and Scope

The abuse of alcohol and other drugs interferes with the processes of learning, teaching, research and public service, which are the functions of Labette Community College. In order to accomplish its mission, and further, to comply with the Drug Free Schools and Communities Act, this policy is promulgated.

**Internal Sanctions**

Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation, probation, expulsion, suspension, or termination of campus/LCC enrollment/employment (including clinicals and internships); may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

**External Sanctions**

Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of alcohol and other drugs may subject violators to fines, imprisonment, and/or community service requirements.

Convictions become part of an individual's criminal record and may prohibit certain career and professional opportunities.

**Health Risks**

Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated/ lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, liver, brain, etc.; sterility; lowered immune system and increased infection; cancer; emphysema; chronic bronchitis, and death.

**Alcohol/Other Drug Assistance Programs**

Programs are available in the Parsons area to help LCC students/employees deal with substance abuse related issues. Federal laws ensure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.

**Coordination and Reference****At LCC**

Labette Community College has a full-time Case Manager/Advisor who is able to work with students who have mental health concerns or need someone to talk with. The Case Manager/Advisor can be reached at 620-820-1254.

In addition, Labette Community College has teamed with Labette Center for Mental Health to assist current students with the expense of mental health care if needed. If a student is in need of assistance, they should make an appointment with the Vice President of Student Affairs. The Vice President will refer the student to the Labette

Center for Mental Health. The college will pay for three sessions with the Labette Center for Mental Health if the student does not have medical insurance.

**Services are also available through:**

Hotlines – 7 days a week, 24 hours a day:

Labette Center for Mental Health	(620) 421-3770
Southeast Kansas Mental Health Center	(866) 973-2241
Crawford County Mental Health Center	(620) 232-SAVE (7283)
Spring River Mental Health and Wellness, Inc.	(866) 634-2301
Four County Mental Health Center	(800)499-1748

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**Animals on Campus (Procedure 2.18)**


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**Awareness of Policies**


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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 upon request or online. 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 the College or the educational process. In the event of an infraction:

- A. The student(s) believed to have been involved will meet the Vice President of Student Affairs to review the incident.

- B. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the Vice President of Student Affairs will initiate the procedures for a hearing.
- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

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### **Cardinal Digital Identification Cards (DigitalID)**

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For a safer and more secure environment, all Labette Community College (LCC) students, employees, and guests should carry identification while on campus. LCC students and employees are encouraged to create and maintain a free digital identification card (DigitalID), accessible via smartphone or web browser. Students may be required to present their DigitalID or other appropriate photo identification when picking up books, checks, or accessing college property and services. The College will take reasonable measures to ensure that individuals on campus have a legitimate purpose, and visitors may be asked to provide photo identification and state their reason for being on campus if necessary.

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### **Change of Information**

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Changes of information such as contact information, name, advisor, concentration, degree, etc. are processed in the Student Affairs Office.

Students are required to maintain current information.

- A student who has legally changed his/her name must provide a copy of their Social Security Card and a Government Issued Photo ID. Financial aid, grade reports, diplomas and transcripts are issued under a student's legal name as recorded in the Student Affairs Office.
- Students are responsible for having their current mailing address on file to avoid not receiving enrollment, financial aid and any other important notices including some changes in policies/procedures. (Financial Aid checks are required to be returned to the federal government if not claimed within a very limited time period.)
- When changing advisor/concentration/degree, the proper form must be signed by the student's current advisor, and where appropriate, by the new advisor and returned to Student Affairs Office.
- Concentration changes can only be made during the first two weeks of each semester.

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### **Computer and Internet Usage (Procedure 3.25)**

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### **Accommodation Services**

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Labette Community College, in adhering to the belief that all people should have the opportunity to develop to their potential, endeavors to stimulate enthusiasm for learning and provide opportunities to develop skills and attitudes to be a fulfilled, contributing member of society. LCC, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ensures that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College.

Each person who has met the academic and technical standards for admission to, or participation in, College programs and has provided documentation from a certified professional stating the nature of the disability, shall receive the reasonable and appropriate accommodations needed to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be provided without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards.

Services for LCC students who have a documented disability from a certified professional are coordinated through the [ADA Coordinator](#). Many services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.

### How to Access Accommodations

- Students that need accommodations are to contact the ADA Coordinator to schedule an intake interview. During this meeting, the discussion will focus on how the disability affects the student and what accommodations have been recommended as appropriate at a postsecondary level. Early contact with the ADA Coordinator is imperative to ensure accommodations will be in place by the first day of classes.
- Students will be required to furnish appropriate documentation of their disability. The documentation must be completed by a certified professional, and include justification and suggested academic accommodations. This documentation must be on file with the ADA Coordinator before accommodations can be determined.
- The ADA Coordinator will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations. Renewal of documentation is normally required every three years and is the responsibility and expense of the student.
- Students must request accommodations each semester and requests should be made a minimum of 30 days before the first day of courses.
- Students will also be required to furnish a copy of the class schedule to the Coordinator for each semester accommodations are requested.
- Notify the ADA Coordinator immediately of schedule changes, including leaving a copy of the new schedule, with the changes marked.

### Types of Accommodations May Include, But Are Not Limited To:

- Notification of instructors concerning needed accommodations
- Note taker
- Course exam accommodations
- Recorded textbooks/materials
- Sign language interpreters
- Alternate print formats
- Quiet testing rooms
- Print magnifier
- Large screen computer monitor
- Screen reading software
- Alternate lighting for testing or studying

### Accommodations/Substitutions

Accommodations will only be utilized in cases where the person's inability to meet the requirement does not constitute a fundamental alteration in the nature of the course/program. Students seeking an accommodation or course substitution on the basis of a specific disability shall present documentation to the ADA Coordinator to substantiate the disability. The documentation must establish that the disability can be reasonably expected to prevent the individual from meeting course and/or degree requirements. Substitutions, which are relevant to the student's career aspirations or college concentration, will be considered.

### Grievance Procedure for Students With Accommodations

Students whose accommodations, modifications, and/or adjustments are approved and who believe that they have been discriminated against on the basis of their accommodations should bring these issues to the attention of the ADA Coordinator. The Coordinator will work with students, faculty and administrators to resolve disagreements regarding recommended accommodations. If the Coordinator is unable to resolve the matter informally, or if the student with is not satisfied with the resolution, she/he may file a written grievance with the Vice President of Student Affairs.

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### **Emergency/Evening/Weekend Procedures**

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In the event of a non-instructional issue, students should act according to the Emergency Response Plan posted in each classroom. When the fire alarm sounds or you are asked to evacuate for other reasons such as gas leaks and bomb threats, leave the building immediately. Evacuate all buildings to Forest Park and away from fire hydrants. If the situation allows, take all belongings with you.

The Environmental Services personnel will notify employees and students of possible approaching tornadoes during the evening and by the Emergency Response Team during regular working hours. Students and staff will move to the shelters indicated in the Emergency Response Plan in the classroom.

Other emergency related procedures are provided in the Emergency Response Plan posted in each classroom. In addition, an Emergency Intercom System is installed in each classroom that will allow each classroom to communicate with a central operator that will follow Labette Community College's Emergency Response Plan.

Labette Community College reserves the right to contact medical personnel in an emergency with the college being responsible for the cost.

Emergency Response Team contact names and numbers are also provided in the plan posted in each classroom.

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### **Falsification/Misrepresentation of College Records\***

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- No student shall complete a College record dishonestly.
- No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, a record, form, or document used by the College, nor shall a student knowingly/recklessly use altered, counterfeited, or forged records, forms, or documents.
- No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his duty by providing false or misleading information or by misrepresenting the facts.

\* Example: Documents related to residency, admission, disability, etc.

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### [Library Access \(Procedure 3.12\)](#)

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### [Library Conduct \(Procedure 3.13\)](#)

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### **Location of Records**

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Student records maintained by the Student Affairs Office include admissions applications, transcripts, enrollment forms, schedule change forms, and ACT & SAT scores. Financial Aid applications and records, including student earnings and disbursements, are on file in the Financial Aid Office.

Student placement test results are maintained in the Student Success Center.

A copy of the GED Testing records are stored in the GED Chief Examiner's office in the Student Success Center. Applications for admission to specific programs, test results, confidential references, and unofficial copies of transcripts are maintained in the Program Assistant's Office of the prospective department. (I.e. Diagnostic Medical Sonography, Nursing, Radiography, Respiratory Care, etc.).

A charge of \$1.00 per page will be assessed the student for reproduction of the records requested by the student. Official Academic transcripts are \$10.00 per copy. Students can print an unofficial transcript from their Red Zone account..

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## Military-Connected Student Services (MCSS)

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MCSS works to connect military-connected student (Veterans, dependents, active-duty, and reservist) to support services within the college. It can provide direct case management and one-on-one assistance to our military-connected students both the Labette Community College main Campus and the Cherokee Center. Assistance with academics, career, financial and personal counseling, tutoring, accommodations, and disability services are programs available.

We want to help you overcome barriers to your education and your continued success!

**Educational Barriers:** increase your awareness of program qualifications, programs of study, and course load expectations. Information barriers: provide you with a “go-to” person who is available to help you with transitioning from military to civilian life (campus and community resources).

**Financial barriers:** provide you with the most up-to-date information on federal and state benefits, and connect you with the School Certifying Official.

**Cultural Barriers:** Provide professional development to administrators, faculty and staff on military experience and challenges that military-connected students face.

Provide assistance with:

- Tuition resources and admissions process
- Financial support resources
- Personal academic planning
- Student veterans community involvement opportunities
- Career Development

If you are a Veteran, active-duty service member, dependent or survivor of a veteran, reservist, or member of the National Guard, you may be eligible for federal or state educational veteran benefits. Our Veteran friendly staff can assist you with the application process and ensure a smooth transition into college.

Military-Connected Student Services Coordinator & School Certifying Official:

Kelly Kirkpatrick

O: 620-820-1280

kellyk@labette.edu

Student Success Center

### VA or Military Education Benefits

#### Student Responsibilities

LCC's School Certifying Official (SCO) needs assistance to ensure the most accurate and timely information is sent to the Dept. of Veterans Affairs-on the student's behalf. The following student responsibilities are required of each student using VA or military education benefits for courses taken at LCC.

**Benefit Decision:** It is the responsibility of the student to decide on which benefit is most appropriate for him/her based on individual circumstances. Our SCO cannot make the decision for the student. Please visit the VA website for assistance.

**Certificate of Eligibility:** Students must submit a copy of the Certificate of Eligibility to their VA School Certifying Official to be certified for courses.

**Approved Courses:** Students must enroll for courses that are required for the elected degree program. The Dept. of Veterans Affairs only pays benefits for courses that are needed for the degree program, and that have not been previously or successfully completed.

**Federal Financial Aid:** If you are using federal aid or have used it previously, please make sure you contact the Financial Aid office for any questions or concerns. Please note that the rate of pursuit may be different for financial aid and VA. It is the student's responsibility to inform the SCO if they are using financial aid.

**Change in Degree:** In order to change a degree program, please submit a Change of Degree form with the admissions office. You will then need to send an email to the SCO stating which degree you are changing from, and what degree you are now interested in pursuing. You will also need to complete a Request for Change of Program or Place of Training form (22-1995). This information will be kept in your file.

**Enrollment Changes:** Federal law requires students to report any change of enrollment status that might affect their education benefits. It is the student's responsibility to notify the school certifying official of any change in status-**IMMEDIATELY!** This includes adding/changing or withdrawing from a course. Changes should be reported promptly to avoid delay in payments or possible over payments.

**Third Party:** If your third-party sponsor (military, employer, governmental agency, etc.) fails to pay LCC, you assume responsibility for paying the amount the sponsor originally promised to pay on your behalf.

**Submission of Transcripts:** Students must submit official transcripts from previously attended colleges & universities to LCC.

\*Students using federal financial aid have different transcript requirements. Please visit the Labette Community College Financial Aid website for more information.

Students using CH 31 Vocational Rehabilitation benefits are required to submit a LCC unofficial transcript to their VA counselor at the end of each semester. Unofficial transcripts are available through your RedZone.

**VA Payments:** Questions concerning VA payments must be addressed with the Dept. of Veterans Affairs. SCO's cannot access payment information, as they are school representatives and not employees of the Dept. of Veterans Affairs. Please visit your eBenefits account for assistance.

**Record Changes:** It is the student's responsibility to submit a change of address to the Admissions Office and to also notify the School Certifying Official. All correspondence from LCC is mailed to the address listed in the student's RedZone. Guest Students: Students visiting LCC to take classes to transfer back to their home school are required to submit the following documentation:

- This is the responsibility of the student to obtain from the Veteran Services Department or School Certifying Official at their home school. Certification of courses with Labette Community College will not be completed without the Parent School Letter from the home school.
- A copy of their certificate of eligibility.
- Students using Chapters 30, 35 & 1606 will be required to set up a payment plan for total tuition due for, as tuition payments are not paid to the school directly.
- Students must also follow the prerequisite requirements for courses offered at LCC. Submission of an unofficial transcript is required for clearance of prerequisite requirement.

**Veteran Education Benefits Orientation Form:** The first time a student wishes to utilize their VA Education Benefits at Labette Community College, the student is required to meet with the school certifying official to complete the Veteran Education Benefits Orientation Form.

**Request for VA Certification (RVAC) Form:** Every student wishing to use their benefits to pay for classes are required to submit the Request for VA Certification (RVAC) Form each time. No Exceptions!

**Part Time vs. Full Time Status:** The Dept. of Veteran Affairs determines the rate of pursuit by the number of credits and days/weeks of the semester/session/term/cycle. Students can typically be considered a full-time VA student based on the following criteria (subject to change):

\*Students taking only on-line courses will receive 1/2 of the national BAH rate at the E-5 level.

\*Students must take at least one on-campus course during the same time frame as the on-line course to receive the BAH rate for the area in which you are assigned to a SCO (Parsons).

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16 week on-campus courses= 12 credit hours to be full time

**Disclaimer:** Information is subject to change at any time, and without prior notice. For questions, contact your assigned certifying official. See the area Contact Us for contact information of your assigned School Certifying Official.

### **SCO Responsibilities**

Labette Community College provides a School Certifying Official (SCO) to assist LCC students with their VA Educational Benefits. SCO's must abide by the federal laws that dictate the Dept. of Veterans Affairs. Your School Certifying Official is responsible to ensure the following:

**Reporting Enrollment Status:** Report enrollment, withdrawals, changes in degree program, unsatisfactory progress, academic warning and dismissals, and the monitoring of courses to ensure students are enrolled in courses needed for their current degree program.

**Records:** Maintain adequate records of certification, degree plans, transcripts, VA applications and certificate of eligibility. Records are kept for three years following the student's last date of attendance.

### **Enrollment Certification Request**

**Purpose:** Verification of approved/enrolled courses

Students are required to submit the Request for VA Certification (RVAC) Form each time an enrollment occurs. This form allows your School Certifying Official to verify with your academic advisor that the courses are needed for your degree program. Courses will begin being certified the first week of classes. It is highly recommended that submission is as early as possible to avoid delays, block on accounts and add/drop time. If there is an issue with the enrolled course(s), you will be contacted by email or phone. Please ensure that you have the most current information listed on the Request for VA Certification (RVAC) form and report any necessary updates to the Admissions Office.

- Ensure that an enrollment has occurred before submitting the Request for VA Certification (RVAC) form. Submission of the RVAC form does not constitute enrollment for classes.
- Submit one RVAC form for EACH session/cycle of courses that you are enrolled into. This will help to avoid a certification being overlooked.
- Course certification to the VA will be done when the classes have started.
- Certification for classes will not occur without a Request for VA Certification (RVAC) form - No Exceptions!

If this is your first time utilizing VA Education Benefits at Labette Community College, you must meet with the School Certifying Official and complete the Orientation Form for Veteran Education Benefits.

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**[Nondiscrimination, Equal Opportunity, and Harassment \(Procedure 2.01\)](#)**

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**[Soliciting, Distributing Literature, and Advertising on College Property \(Procedure 2.11\)](#)**

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**[Student Code of Conduct \(Policy 4.08\)](#)**

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**[Student Code of Conduct \(Procedure 4.08\)](#)**

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### Student Directory Information

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Under Section 438 of the General Education Provision Act as amended, Part 99, Privacy Rights of Parents and Student, Subsection 99.37, educational institutions may disclose to the public personally identifiable information about students provided that it is classified as directory information.

A student may have a confidentiality flag placed on their directory information by contacting the Registrar's Office. The confidentiality flag prevents any information from being released and will remain on the student's record until the student requests it to be removed.

The following is considered directory information:

Student's Name	Major field of study
Address	Dates of attendance
Telephone listing	Participation in officially recognized activities and sports
Electronic mail address	Degrees, honors, and awards received
Photograph	The most recent educational agency or institution attended
Date and place of birth	

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### [Student Grievance \(Procedure 4.081\)](#)

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### [Sexual Harassment, Including Sexual Assault, Dating Violence, Stalking, and Retaliation \(Procedure 2.010\)](#)

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### [Student Records \(Procedure 4.09\)](#)

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### [Tuberculosis Prevention \(Procedure 4.011\)](#)

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### [Use of Tobacco/Nicotine/Vaping Products \(Procedure 2.09\)](#)

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### [Violence on Campus \(Procedure 2.13\)](#)

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### [Disruptive Acts and Weapons On Campus or Activities \(Procedure 2.12\)](#)

Subject to change pending Legislation

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### Weather Cancellations

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When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC, KKOW, KSYN and KGGF and local television stations, especially KODE, KSN, FOX, and KOAM regarding changes in the schedule. Each student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at [www.labette.edu](http://www.labette.edu). If the radio, television, or website does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

Announcements regarding day classes will be made after 6:15 am and evening and evening extensions classes after 3:15 pm. Extension classes will not be held if the facility in which they are meeting is closed that day.