



School Closing and Delay Procedures for Students

Knox Technical Center (KTC) is usually open during inclement weather. A delay or closing of KTC will be implemented under extreme circumstances. During inclement weather, staff and students are urged to exercise good judgment regarding travel. The Knox Technical Center Administration will make the decision on whether to delay or close for the day. This decision is separate from the KCCC high school and preschool decision to delay or close as there are different circumstances involved. For delays and closings, the following details apply.

Alerts:

1. At the beginning of each course, students are urged to submit contact information to their instructor/coordinator to sign up for School Messenger alerts (texts, emails, and phone options available) to be aware of school delays or cancellations. The student is responsible for notifying the front office of any changes to their contact information for alerts.
2. The following will be posted with up-to-date information regarding delays and/or cancellations:
 - The KTC school phone (740.393.2933) voicemail message includes the delay/closure information. The main office will open at 9:30 am for delays.
 - The Knox Technical Center website homepage (www.knoxtechnicalcenter.com) and Facebook social media page (Knox Technical Center) will post an alert if there is a delay or closure.

Timing of Alerts:

The decision to delay or close at the beginning of the day will be made as early as possible, preferably by 6:00 am for classes that begin during the day and by 1:00 pm for evening classes. Students and staff should be prepared to move to remote learning for delays and closings. The coordinator will communicate any additional information for the students to follow. For any questions regarding delays or cancellations, please contact the program coordinator or instructor.