

 <p style="text-align: center;"><b>Policies and Procedures</b></p>	<b>Number: 1</b>
	<b>Name:</b> Class Cancellation Guidelines
	<b>Developed by:</b> Training Committee
	<b>Approved by:</b> Executive
<b>Approval Date:</b> 2011	
<b>Amendment Date(s): September 9, 2019</b>	

In the case of severe weather, classes may have to be cancelled. (This is probably the only reason classes would be cancelled; in the case of instructor illness the instructor should try to get another instructor/training committee member to teach the class, or have the assistant(s) teach the class.)

1. Instructor makes decision to cancel class. If there is any question about cancelling/not cancelling, instructor shall check with a member of the Training Committee.
2. Once decision is made to cancel class, instructor informs:
  - All students by email (preferred) and/or telephone.
  - Their assistant instructor(s).
  - Registration Clerk.
  - Representative of the Training Committee.
  - All other instructors who are teaching the same class that session. The reason for this is that sometimes instructors tell students to attend another class if they cannot attend their own class, and therefore other instructors need to know if other classes are, for instance, a week behind.