

Policy Name:	School Closing Policy
Effective Date:	February 7, 2014

Purpose and Applicability

An update to the NYLS policy concerning when classes may be cancelled and administrative offices closed or subject to a delayed start time due to weather or other extraordinary circumstances. This policy replaces all previous policies on this subject.

Closing Policy

1. Closed if New York City Schools are Closed
When New York City Public Schools are closed, New York Law School, including the Mendik Library and administrative offices, will be closed. All classes, exams, events, and other activities will be cancelled.
2. Closed or Delayed Opening when New York City Schools are Open
When NYC Public Schools are open, but weather conditions threaten to significantly impair the ability of students, faculty, or staff to commute to NYLS, or pose extraordinary challenges to the normal operations of the school, NYLS may cancel classes and close administrative offices or delay opening.
3. Early Closure
If NYLS is open, but weather conditions develop during the day that threaten to significantly impair commuting or normal operations, NYLS may cancel classes and close the Mendik Library and administrative offices earlier than normal. Typical early closure is 4 p.m. but could vary depending on the circumstances. In the event of early closure, all classes, exams, events, and other activities will be cancelled.
4. Weekends, Holidays, and when New York City Schools are not in session
On weekends, holidays, and when New York City Schools are not in session, the administration will determine whether and when to close NYLS or cancel classes, exams, or events and other activities.
5. Access to NYLS Campus
Notwithstanding class cancellation and closure of the Mendik Library and administrative offices, the administration will make every effort to make the NYLS campus accessible, in whole or in part, to students, faculty, and staff. Announcements will include information about what parts of the campus are accessible.
6. School Status Announcements and Timing
Announcements regarding school status will be made to students, faculty, and staff via NYLS e-mail accounts, NotifyNYLS accounts (e-mail, text, voice), the NYLS web home page and emergency notice page, and via the NYLS Facebook and Twitter accounts. NYLS will notify the community no later than 6 a.m. as to whether the school is open, closed, or on a delayed opening, and no later than three (3) hours prior to class cancellation and early closure.
7. Class Attendance and Make-up Policy
If classes are not cancelled during or after a weather event, efforts will be made to record classes to accommodate individuals who may be unable to attend. Just because a class is recorded, it does not excuse a student's absence from class. Professors are responsible for posting recordings to the class blackboard via the portal. Professors also will be responsible for determining whether a student's absence is to be excused or not. All classes or exams that are cancelled must be made up.