

**Business and Noninstructional Operations**

**EMERGENCY SCHEDULES**

In order to provide for the safety of students and staff, the Board of Trustees authorizes the Superintendent or designee to close a school site, to change the regular school day schedule, or to take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, when the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 4157/4257/4357 - Employee Safety)
- (cf. 5142 - Safety)
- (cf. 6112 - School Day)
- (cf. 3580 - District Records)
- (cf. 6111 - School Calendar)
- (cf. 1112 - Media Relations)
- (cf. 1113 - District and School Web Sites)
- (cf. 3542 - School Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)

**EMERGENCY SCHEDULES (continued)**

Legal Reference:

**EDUCATION CODE**

- 41420 Required length of school term
- 41422 Schools not maintained for 175 days
- 46010 Total days of attendance
- 46100-46192 Attendance; maximum credit; minimum day
- 46390 Calculation of ADA in emergency
- 46391 Lost or destroyed ADA records
- 46392 Decreased attendance in emergency situation

**VEHICLE CODE**

- 34501.6 School buses; reduced visibility

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE**

90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005

**WEB SITES**

California Department of Education: <http://www.cde.ca.gov>

(12/92) 11/99

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