

EMERGENCY SCHEDULES

The purpose of the regulation is to outline protocols for closure of schools or sites and early dismissal of students, or declaration of a minimum day, as the Superintendent deems necessary based on the nature of the emergency.

Only the Superintendent or designee has the authority to close schools or sites, or to declare a minimum day. Exception: The city, county, or state health department may order a school closed due to epidemic conditions.

It is the district's practice and the obligation of district personnel to offer instruction and/or keep schools open as long as a suitable learning environment can be provided. Schools shall not be closed for reasons other than national emergency, natural disaster, epidemic, or situations which would make operation of the school impossible, extremely difficult, or hazardous for students.

Employees

If a school is closed or minimum day declared, district personnel who report for work shall remain on duty for their normal work hours unless released by the site principal/administrator in response to notification by the Superintendent or designee. Unless notified by authorities to evacuate a site, provision shall be made to accommodate students who must remain on campus until parents can pick them up, or transportation can be provided for those students regularly scheduled to ride district busses.

Definitions

1. **Closing of school:** Cessation of instruction and dismissal of students to return to their homes or to remain at home; this includes declaration of a minimum day. Closing of school might occur at any time during the regular school day or at times other than during regular school hours, depending on the nature of the emergency.
2. **Minimum day:** State minimum day is the minimum day for attendance purposes. Closing of a school prior to completion of minimum day for any reason other than a national emergency, natural disaster, or epidemic results in financial loss to the school and the district and is prohibited unless authorized by the Superintendent or designee.
3. **School year:** The required number of instructional days/minutes for each school year is set forth in Education Code §46200 et seq. State budget challenges have allowed school districts to offer less than the required 180 school days in some fiscal years.

EMERGENCY SCHEDULES (continued)**Closure of Schools or Sites/Minimum Day Declared**

Situations that could warrant declaration of a minimum day or closure of one or more school sites include:

	Type of Emergency	Authority/Review Channels
a.	National emergency, or threat of attack	Superintendent or designee acts on basis of public declaration by the President of the United States.
b.	Earthquake	Superintendent or designee may authorize closing of a school or site if, after evacuation of the building(s), structural inspection indicates that the building(s) are unsafe for reentry.
c.	Emergency weather conditions (i.e., extreme heat, winds, hurricane, prolonged heavy rains, floods, etc.)	Superintendent or designee may authorize closing of any or all schools or sites for all or a portion of the day(s).
d.	Facilities damaged or rendered unusable (i.e., earthquake, explosion, fire, flooding, national emergency, etc.)	Superintendent or designee may close a school, site or building upon recommendation of the Chief Operations Officer.
e.	Epidemic	City, county or state board of health may order closure of a school. If absence rate exceeds 15% due to illness, site principal/administrator shall notify the appropriate Area Superintendent and the Nursing and Wellness Department.

Implementation

It is the responsibility of the Superintendent or designee to analyze the situation; consult with appropriate Cabinet members, and determine appropriate actions based on the nature of the emergency.

1. If schools or sites are to be closed/dismissed early:
 - a. Notifies site principal(s)/administrator(s).
 - b. Provides specific instruction regarding release of district employees, site security needs, or other special circumstances to be considered.
 - c. Clarifies requirements for safety and supervision of students.
 - d. Outlines provisions for transportation of students who regularly ride district busses and other students not residing in the immediate area.

EMERGENCY SCHEDULES (continued)

- e. Requests periodic status reports.
- 2. Contacts local media to provide for notification and status reports to parents and the public.
- 3. Monitors situation; reviews input and status reports from appropriate Cabinet members.

It is the responsibility of the site principal/administrator to:

- 1. If appropriate, activate site emergency response plan or specific components of the plan.
- 2. Instructs staff as to specific responsibilities, as needed.
- 3. Clarifies and communicates to employees whether or not they shall be dismissed or shall remain on site.
- 4. On school site, ensures that procedures are implemented to provide for the safety and supervision of students.
- 5. Works with appropriate district personnel to ensure shutdown and safety of equipment and facilities; requests assistance as needed.