



# ADMINISTRATIVE PROCEDURE

CATEGORY: Support Services, Security Program

SUBJECT: School or Site Closure/Early Dismissal of Students

---

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the 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.
2. **Related Procedures:**
  - Operation of Schools During Extremely Hot Weather ..... AP 4032
  - Fire ..... EP 02
  - Environmental Emergencies ..... EP 03
  - Earthquake ..... EP 05
  - Bombs and Explosions ..... EP 12
  - Site Emergency Preparedness Plans/Drills ..... EP 16

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-1300, G-1000, G-1001, G-2000, G-3000, H-7900, J-8500, and K-4050; California Education Code §46200 and 46390 *et seq.*
2. **Authority.** 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.*
3. **Policy.** It is the district's policy 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. Specific examples are provided in Section C.3.
4. **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.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Superintendent of Public Education.
2. **Definitions.**
  - a. **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.

- b. **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.
  - c. **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.
3. **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:

	<b>Type of Emergency</b>	<b>Authority / Review Channels</b>
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 Nursing and Wellness Department and the Chief Student Services Officer.

**D. IMPLEMENTATION**

1. **Responsibilities.**

- a. **Superintendent or designee** analyzes the situation; consults with appropriate Cabinet members, determines 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.
  - (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.
  - b. **Site Principal/Administrator.**
    - (1) If appropriate, activates 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.

**E. FORMS AND AUXILIARY REFERENCES**

- 1. Site Emergency Response Plans

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



---

General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



---

Chief of Staff