

SECTION 3000**BOARD POLICY****BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

BP 3516.5

Emergency Schedules

BP 3516.5

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee (other district or site administrator) to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental, dangerous weather conditions or other emergencies or exigent circumstances of such magnitude to warrant the closing of school.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 6112 - School Day)

When an emergency condition causes a school closure for three days, the Superintendent shall call an emergency special board meeting to discuss the magnitude of the emergency to determine the extension of the school closure beyond the third day and its impact on the instructional program of the school/district.

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 (other district or site administrator) 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.

(cf. 3580 - District Records)

(cf. 6111 - School Calendar)

The Superintendent or designee (other district or site administrator) shall utilize the California Department of Education *Wildfire Smoke Guidance for California Schools* and *School Air Quality Activity Recommendations* in conjunction with the published Ventura County Air Quality Control District (VCAQCD) Air Quality Index (AQI) when determining the need to close schools. For information regarding Excessive Heat closures, or 'Heat Days', please refer to the attached *Memorandum of Understanding*.

WEB SITE

California Department of Education: <https://www.cde.ca.gov/ls/ep/airquality.asp>

***Note: Vehicle Code 34501.6 mandates the Governing Board of any district that provides

student transportation to adopt procedures that limit the home-to-school operation of school buses when atmospheric conditions reduce visibility to 200 feet or less; see AR 3543 Transportation Safety and Emergencies for language implementing this mandate. The following optional paragraph may be revised to reflect district practice. ***

The Superintendent or designee (other district or site administrator) shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, 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.

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee (other district or site administrator) may provide a means to make up lost instructional time later during the year. Such planning for the make-up of lost instructional time later during the year shall include community stakeholders and union partners. Students and parents/guardians shall receive timely advanced notice (by 6:00 p.m. the previous evening if possible) of any resulting changes in the school calendar or school day schedule.

This policy will be reviewed and updated every 2 years.

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) 7/10 8/19