

Business and Noninstructional Operations

**EMERGENCY SCHEDULES**

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 4057 - Employee Safety)*

*(cf. 5142 - Safety)*

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/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/designee shall submit other relevant District records as may be required.

*(cf. 3580 - District Records)*

The Superintendent/designee 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.

*(cf. 3542 - Roles and Duties of Employees)*

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Superintendent/designee shall ensure that supervision is provided. 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 - Public Press, Radio and Television)*

*(cf. 3542 - School Bus Drivers)*

*(cf. 3543 - Transportation Safety and Emergencies)*

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**EMERGENCY SCHEDULES** (continued)

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

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent/designee may provide a means to compensate for 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.

Legal References:

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>

Policy

Adopted: 12/09/08

Revised: 10/16/19

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California