

# NICASIO SCHOOL DISTRICT

## Board Policy

Series 3000: Business and Noninstructional Operations

BP 3516.5

### EMERGENCY SCHEDULES

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or 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, 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.

#### **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>

First/Final Reading:          April 3, 2019          Board Approved