

# Santa Barbara Unified School District

## Board Policy

### Business and Non-Instructional 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.

*(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, 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.

*(cf. 3580 - District Records)*  
*(cf. 6111 - School Calendar)*

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.

*(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 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 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>*

Policy:            SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Adopted:         June 17, 2008            Santa Barbara, California  
Revised:         May 13, 2011