

- b. Transportation can be provided for those students regularly scheduled to ride district buses.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Superintendent of Public Education, San Diego City Schools.
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 days:** 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:** Each school year includes not less than 180 instructional days; each day will be not less than a specified number of minutes, depending on grade level. No change may be made except with authorization from the Institute for Learning.
3. **Closure of Schools or Sites/Minimum Day Declared.** Listed below are some situations which could warrant declaration of a minimum day or closure of one or more schools or sites.

Type of Emergency

Authority/Review Channels

- | | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------|
| a. National emergency, or threat of attack | Superintendent or designee acts on basis of public declaration by the President of the United States. |
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- b. Earthquake (EP 05) 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. Withdrawal of services by employees (Procedure 4870) Superintendent or designee may authorize closing a school or site after consultation with site administrator and appropriate division offices. (*Schools shall be kept open if possible.*)
- d. Emergency weather conditions other than hot weather (extreme 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).
- e. Facilities damaged or rendered unusable (earthquake, explosion, fire, flooding, national emergency, etc.) Superintendent or designee may close a school, site, or building upon recommendation of the Business Services Division and appropriate division head.
- f. Epidemic City, county or state Board of Health may order closure of a school. If absence rate exceeds 15 percent because of illness, site principal shall notify the Comprehensive Health and Wellness Department, which notifies the County Health Department.

D. IMPLEMENTATION

1. Responsibilities

- a. **Superintendent or designee** analyzes the situation; consults with concerned management employees, as appropriate; determines appropriate actions based on the nature of emergency.

- (1) If schools or sites are to be closed/dismissed early:
 - (a) Notifies site administrator.
 - (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 regularly bused students 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 involved management employees.

b. Principal/Site Administrator

- (1) If appropriate, shall *activate* site disaster preparedness plan or specific components of the plan.
- (2) Instructs staff as to specific responsibilities, as needed.
- (3) Clarifies whether or not employees 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 involved district personnel to ensure shutdown and safety of equipment and facilities; requests assistance as needed.

E. FORMS AND AUXILIARY REFERENCES

1. Site-prepared disaster/emergency preparedness plan

SUBJECT: **School or Site Closure/Early Dismissal
of Students**

NO: **5003**

PAGE: **5 OF 5**

EFFECTIVE: **9-10-91**

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F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education