

# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4030

PAGE: 1 OF 2

CATEGORY: **Instruction, School Day**

EFFECTIVE: **12-9-63**

SUBJECT: **Rainy Day Schedules**

REVISED: **6-20-03**

---

## **A. PURPOSE AND SCOPE**

1. To outline administrative procedures pertaining to school attendance schedules during rainy days.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy H-3500.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Instructional Support.
2. **School Plan.** Each principal should develop and communicate to the faculty through a bulletin and teachers' handbook, a plan or alternate plans for administration of the school on rainy days, or when playgrounds and athletic fields are muddy. Plans should include the following and other items, as appropriate:
  - a. Schedule for recess, relief periods, and lunch periods.
  - b. Method of communicating to teachers and students that a special schedule is in operation.
  - c. Provision for teachers' sharing in extra duties. It should be noted that special care must be taken to protect the half-hour duty-free lunch period for all teachers and staff members. It is suggested that this provision be considered as an item for referral to the faculty advisory committee in each school.
  - d. A schedule for special facilities such as possible use of classrooms for eating bag lunches, use of cafeterias or other multi-purpose areas, limitations on use of outdoor physical education facilities and playgrounds.
  - e. Indication of appropriate activities for students in lieu of physical education programs during lunch periods and before school.

## **D. IMPLEMENTATION**

## **E. FORMS AND AUXILIARY REFERENCES**

SUBJECT: **Rainy Day Schedules**

NO: **4030**

PAGE: **2 OF 2**

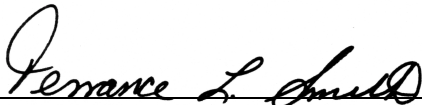
EFFECTIVE: **12-9-63**

REVISED: **6-20-03**

---

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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