

**Policy 3516.5 Emergency Schedules**

**Status: ADOPTED**

**Original Adopted Date:** 12/1992

**Last Revised Date:** 06/26/2024

In order to provide for the safety of students and staff, the Board of Trustees 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 (SPI) the necessary forms and/or affidavits for obtaining approval of apportionment credit for 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.

For school closures due to emergency events occurring after September 1, 2021, the Superintendent or designee shall develop a plan for offering independent study within 10 days of school closure to any student impacted by the emergency condition. The plan shall also address the establishment, within a reasonable time, of independent study master agreements as specified in BP 6158 - Independent Study. The plan shall require reopening in person as soon as possible once allowable under the direction from the city or county health officer. The Superintendent or designee shall certify that the district has a plan for independent study in the affidavit submitted to the SPI pursuant to Education Code 46392. (Education Code 46393)

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 notice in advance of any resulting changes in the school calendar or school day schedule.

12/92  
11/99

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Ed. Code 41420

Ed. Code 41422

Ed. Code 46010

Ed. Code 46100-46208

Ed. Code 46390

Ed. Code 46391

Ed. Code 46392

Ed. Code 46393

Veh. Code 34501.6

**Management Resources**

CA DOE Correspondence

California Department of Education

Publication

Website

Website

**Cross References**

**Code**

0450

0450

1112

1113

1113

1113-E(1)

2210

3511

3511

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3516.2

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4113.5

4157

4157

**Description**

[Apportionment withholding; schools not maintained for 175 days](#)

[Schools not maintained for 175 days](#)

[Total days of attendance](#)

[Attendance; maximum credit; minimum day](#)

[Calculation of ADA in emergency](#)

[Lost or destroyed ADA records](#)

[Emergencies](#)

[Certification of plan for independent study](#)

[School buses; reduced visibility](#)

**Description**

90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005

Frequently Asked Questions - Form J-13A

[CSBA District and County Office of Education Legal Services](#)

[California Department of Education](#)

**Description**

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[Media Relations](#)

[District And School Websites](#)

[District And School Websites](#)

[District And School Websites](#)

[Administrative Discretion Regarding Board Policy](#)

[Energy And Water Management](#)

[Energy And Water Management](#)

[Environmental Safety](#)

[Environmental Safety](#)

[Emergencies And Disaster Preparedness Plan](#)

[Emergencies And Disaster Preparedness Plan](#)

[Bomb Threats](#)

[School Bus Drivers](#)

[Transportation Safety And Emergencies](#)

[District Records](#)

[District Records](#)

[Working Remotely](#)

[Employee Safety](#)

[Employee Safety](#)

4213.5	<a href="#">Working Remotely</a>
4257	<a href="#">Employee Safety</a>
4257	<a href="#">Employee Safety</a>
4313.5	<a href="#">Working Remotely</a>
4357	<a href="#">Employee Safety</a>
4357	<a href="#">Employee Safety</a>
5142	<a href="#">Safety</a>
5142	<a href="#">Safety</a>
6111	<a href="#">School Calendar</a>
6112	<a href="#">School Day</a>
6112	<a href="#">School Day</a>
6158	<a href="#">Independent Study</a>
6158	<a href="#">Independent Study</a>