

Business and Noninstructional Operations

EMERGENCY SCHEDULES

BP 3516.5

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, health, 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 or material decreases in attendance due to emergency events that occur between September 2, 2021 and June 30, 2026, the Superintendent or designee shall certify in the affidavit submitted to the SPI that the district has a plan for offering independent study within 10 instructional days of the school closure to any student impacted by the emergency condition. The plan shall address the establishment, within a reasonable time, of independent study master agreements as specified in Board Policy 6158 - Independent Study, and require reopening in person as soon as possible once allowable under the direction from the city or county health officer. (Education Code 46393)

For school closures or material decreases in attendance due to emergency events occurring on or after July 1, 2026, the Superintendent or designee shall certify in the affidavit submitted to the SPI that the district's comprehensive safety plan includes an instructional continuity plan, and that the district offered student engagement and instruction consistent with the instructional continuity plan, or that it did not do so due to extenuating circumstances. (Education Code 46393)

The Superintendent or designee shall establish a system for informing students and parents/guardians with timely notice in advance of any changes to the school day, a school closure, or if school buses are not operating as scheduled. The district's notification system shall include, but is not limited to, notifying local television, streaming services, and/or radio stations; posting on district website(s) and/or social media account(s); sending email and text messages;

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and/or making telephone calls.

When the district makes any notification to students and/or parents/guardians utilizing an automatic dialing-announcing device, the device shall be operated by a person who shall follow all procedures required by law prior to operating the device, and disconnect the device from the telephone line upon the termination of the call. (Public Utilities Code 2874)

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 Board Policy/Administrative Regulation 3516 - Emergencies and Disaster Preparedness Plan.

The Superintendent or designee may provide a means to make up lost instructional time later during the year.

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 Governing 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 46210-46211

Ed. Code 46390

Ed. Code 46391

Ed. Code 46392

Ed. Code 46393

Description

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

[Schools not maintained for 175 days](#)

[Total days of attendance](#)

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

[Attendance recovery programs](#)

[Calculation of ADA in emergency](#)

[Lost or destroyed ADA records](#)

[Emergencies](#)

[Certification of plan for independent study; instructional continuity plan](#)

Public Utilities Code 2874

Veh. Code 34501.6

[Automatic dialing-announcing devices](#)

[School buses; reduced visibility](#)

Management Resources

California Department of Education
Correspondence

California Department of Education
Publication

Description

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

Frequently Asked Questions - Form J-13A

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

Cross References

Policy	Description
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
1112	<u>Media Relations</u>
1113	<u>District And School Websites</u>
1113	<u>District And School Websites</u>
1113-E(1)	<u>District And School Websites</u>
2210	<u>Administrative Discretion Regarding Board Policy</u>
3511	<u>Energy And Water Management</u>
3511	<u>Energy And Water Management</u>
3514	<u>Environmental Safety</u>
3514	<u>Environmental Safety</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516.2	<u>Bomb Threats</u>
3542	<u>School Bus Drivers</u>
3543	<u>Transportation Safety And Emergencies</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4113.5	<u>Working Remotely</u>
4157	<u>Employee Safety</u>
4157	<u>Employee Safety</u>
4213.5	<u>Working Remotely</u>
4257	<u>Employee Safety</u>
4257	<u>Employee Safety</u>
4313.5	<u>Working Remotely</u>
4357	<u>Employee Safety</u>
4357	<u>Employee Safety</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>
5142	<u>Safety</u>
5142	<u>Safety</u>
6111	<u>School Calendar</u>
6112	<u>School Day</u>
6112	<u>School Day</u>
6158	<u>Independent Study</u>
6158	<u>Independent Study</u>

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Policy

PASADENA UNIFIED SCHOOL DISTRICT

Adopted: March 27, 2014

Pasadena, California

Revised: 11/18/2021; 06/26/2025