

**Policy 3516.5: Emergency Schedules**

**Status:** ADOPTED

**Original Adopted Date:** 12/01/1992 | **Last Revised Date:**  
09/01/2021 | **Last Reviewed Date:** 09/01/2021

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.

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 website(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.

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

**Code**

0450  
0450  
1112  
1113  
1113  
1113-E(1)  
2210  
3511  
3511  
3514  
3514  
3516  
3516  
3516.2  
3542  
3543  
3580  
3580  
4113.5  
4157  
4157  
4213.5  
4257  
4257  
4313.5  
4357  
4357  
5142  
5142  
6111  
6112  
6112  
6158  
6158

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  
Working Remotely  
Employee Safety  
Employee Safety  
Working Remotely  
Employee Safety  
Employee Safety  
Safety  
Safety  
School Calendar  
School Day  
School Day  
Independent Study  
Independent Study