



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#3516.5

Section: 3000

Business and
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Emergency Schedules

In order to provide for the safety of students and staff, the Board of Education authorizes the Superintendent or designee to close a school site, to change the regular school day schedule, or to 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 BP 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)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Description

Ed. Code 41420 Apportionment withholding; schools not maintained for 175 days

Ed. Code 41422 Schools not maintained for 175 days

Ed. Code 46010 Total days of attendance

Ed. Code 46100-46208 Attendance; maximum credit; minimum day

Ed. Code 46210-46211 Attendance recovery programs



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State	Description
Ed. Code 46390	<u>Calculation of ADA in emergency</u>
Ed. Code 46391	<u>Lost or destroyed ADA records</u>
Ed. Code 46392	<u>Emergencies</u>
Ed. Code 46393	<u>Certification of plan for independent study; instructional continuity plan</u>
Public Utilities Code 2874	<u>Automatic dialing-announcing devices</u>
Veh. Code 34501.6	<u>School buses; reduced visibility</u>
Management Resources	Description
CA DOE Correspondence	<u>90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005</u>
California Department of Education Publication	<u>Frequently Asked Questions - Form J-13A</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Department of Education</u>
Cross References	
Code	Description
0450	<u>Comprehensive Safety Plan</u>
1112	<u>Media Relations</u>
1113	<u>District And School Websites</u>
2210	<u>Administrative Discretion Regarding Board Policy</u>
3511	<u>Energy And Water Management</u>
3514	<u>Environmental Safety</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>
4113.5	<u>Working Remotely</u>
4157	<u>Employee Safety</u>
4213.5	<u>Working Remotely</u>
4257	<u>Employee Safety</u>
4313.5	<u>Working Remotely</u>
4357	<u>Employee Safety</u>

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Code	Description
5113.1	<i>Chronic Absence And Truancy</i>
5142	<i>Safety</i>
6111	<i>School Calendar</i>
6112	<i>School Day</i>
6158	<i>Independent Study</i>