

ADMINISTRATIVE CIRCULAR NO. 55

Office of Leadership and Learning
Fiscal Control - Pupil Accounting

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 24, 2017

To: All School Principals

Subject: 2017-2018 ANNUAL INSTRUCTIONAL MINUTES SCHEDULE

Department and/or Persons Concerned: Principals and Area Superintendents

Due Date: March 23, 2017 (for both traditional and year-round schools)

Reference: Administrative Procedures 4022, Length of K-6 School Day and 4026, Length of 7-12 School Day

Action Requested: Review, revise (if necessary), and sign the Annual Instructional Minutes Schedule (see attachment sent separately to your site) and return by e-mail to Pupil Accounting.

Brief Explanation:

The California Department of Education requires an annual certification of each school's instructional minutes. Substantial financial penalties will be incurred by the district if a school fails to meet the minimum number of instructional minutes required by the state. **It is highly recommended that secondary schools have excess time of 240 minutes.**

The 2017-2018 Annual Instructional Minutes schedule will be a separate attachment and reflects your school's 2016-17 bell schedule. After the instructional minutes are revised to reflect any changes for the 2017-18 school year, please return the schedule as indicated below.

The items listed below must be received in Pupil Accounting no later than March 23, 2017:

- 1. Annual Instructional Minutes Schedule Update**—Review your school's Annual Instructional Minutes Schedule. Follow the instructions below:
 - a. Write in time changes to the schedule, if any.
 - b. List the dates of your requested minimum days (generally six to eight days for parent conferences). This is also where you would indicate the last day of school or any day you need the students to leave early, for example, cluster collaboration days etcetera. List these dates on the Minimum Day Request form attached to Circular 57 for secondary and Circular 56 for elementary schools, and submit to Pupil Accounting. These dates will be included in the revised 2017-18 instructional minutes.
 - c. If you have a weekly modified day, confirm the day is correct on the form, or write in the correct day.
 - d. Middle and senior high schools—List dates for final examinations, note if minutes are fewer than on your regular day schedule, and note any other variation to your schedule. Please include each period's start and end times.
 - e. If the grade ranges have changed for your site, please indicate the new grade ranges and provide instructional minutes for all grade levels.

- f. Lunch times for all lunch periods with passing time both to and from lunch must be documented. If you have multiple lunch times, you must document each lunch and passing time therein.

Minimum Days: Lunch must be scheduled and completed *prior* to the end of the school day.

Elementary Sites: It is suggested that recess take place prior to lunch when possible.

Secondary Sites: It is highly recommended that you schedule multiple lunch periods.

- g. **Include a copy of your bell schedule** (the same copy which is posted in classrooms, included in the staff handbook, and distributed to parents). This schedule should indicate start/dismissal times, lunch/recess schedule, and minimum/modified day schedule. This document can be sent either electronically or through school mail.
- h. Please review and revise your schedule and e-mail to Pupil Accounting as indicated in the signature instructions.

2. Finalized Instructional Minutes Schedule—Pupil Accounting will update and process your changes.

- a. Pupil Accounting processes changes and returns the Instructional Minutes document to the site for final review.
- b. If there are no further changes, please have the principal type their name and the date, then e-mail the document to Pupil Accounting.

Elementary sites email to: Kate Formanek, kformanek@sandi.net

K-8 and Secondary sites email to: Isela Young, iyoung@sandi.net

Charter schools email to: Mila Usherenko, musherenko@sandi.net

- c. If further changes are necessary, please e-mail the changes to Pupil Accounting for processing.

3. Minimum Day Request Form—This form is generated by the Office of Leadership and Learning and sent to the principals for documentation of minimum days. Please list all minimum days requested for this school year on this form and return a copy of this document to Pupil Accounting.

4. Bell Schedules in PowerSchool—Bell schedules for 2017-18 will be entered into PowerSchool by site staff, similar to how they were entered into PowerSchool last year. All days that have a different bell schedule must be accurately reflected in PowerSchool, including finals days, modified days, A or B day schedules, minimum days, or any other variation from your regular day. Bell schedules must include two passing periods both to and from lunch, and the lunch period itself.

5. Instructional Minutes Requirements—The Instructional Minutes requirements below are based on a 180 day school year as approved by the Board.

GRADE	REQUIRED MINUTES
Kindergarten	36,000
Gr.1-3	50,400
Gr.4-6	54,000
Gr.7-12	64,800
K-8 sites	62,835

Administrative Procedure 4026 says in part: “Regular instructional day for students in Grades 6-12 shall be determined by the Board of Education and shall not be less than 64,800 minutes/year including passing time, excluding lunch. Regular instructional day for students in Grades 6-8 in a school with a Grades K-8 configuration, however, shall not be less than the 62,835 minutes/year including passing time, excluding lunch, required by the Education Code.

“Minimum day for students enrolled in comprehensive secondary schools shall be not less than 240 minutes inclusive of passing time, but exclusive of lunch periods and nutrition periods or breaks.”

Please ensure that all schedules include a thirty-minute, duty-free lunch period for full time classroom teachers that is preceded by a passing period and succeeded by a passing period. **As per Administrative Procedure 4026, only one of the passing periods surrounding the lunch period may count toward the site’s instructional minutes and all passing periods must be of equal length.**

Bell schedules must adhere to the provisions of the San Diego Education Association/San Diego Unified School District Agreement, which stipulates a minimum of six hours and thirty-five minutes on campus duty time for full-time classroom teachers, plus the minimum thirty-minute, duty-free lunch and a five minute passing period before and after.

For the 2017-18 school year no adjustments to school bell times will be approved.

Pupil Accounting will help with any questions or concerns. Please refer Elementary school questions to Kate Formanek at (619) 725-7579, K-8 and Secondary school questions to Isela Young at (619) 725-7577 and Charter school questions referred to Mila Usherenko at (619) 725-7578.

APPROVED:



Jim Solo
Executive Director,
Leadership and Learning

Attachment – 2017-2018 Annual Instructional Minutes Schedule (each site will receive their attachment separately from Pupil Accounting)