

REVISED

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 26, 2018
To: All School Principals
Subject: 2018-19 ANNUAL INSTRUCTIONAL MINUTES

**Department and/or
Persons Concerned:** Principals and Area Superintendents

Due Date: April 27, 2018

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

Action Requested: Review, Revise (if necessary) Site's 2018-19 Bell Schedules and Calendar

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.

1. **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
Grades 1-3	50,400
Grades 4-6	54,000
Grades 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 per 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 62,835 minutes per year including passing time, excluding lunch, required by the Education Code."

A minimum day for students in grades 11 and 12 is 180 minutes of attendance if the student is also enrolled part time in community college classes or classes of the California State University or

University of California for which academic credit is provided upon satisfactory completion of enrolled courses. Average daily attendance for these students is computed and reported as attendance for three-quarters of the full 240 minute minimum day (Education Code section 46146).

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 equal.

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.

- 2. Annual Instructional Minutes Schedule Update** – Beginning with the 2018-19 school year, there will be a change in the way instructional minutes will be collected. **You will no longer receive the Instructional Minutes file that you received in the past. Pupil Accounting will use your bell schedule(s) and calendar in PowerSchool to verify that you comply with the instructional minutes required by the state.**

Sites are requested to do the following:

- a. Review your school's bell schedule and calendar for changes.
- b. Enter your 2018-19 bell schedule(s) and calendar in PowerSchool similar to how you have done in the past. **Access to bell schedules and calendars in PowerSchool will be available to you starting on March 1, 2018.**
 - i. All days that have a different bell schedule must be accurately reflected in PowerSchool, including minimum days, modified days, final days, A or B day schedules, 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.
 - ii. Schools may optionally enter Lunch period(s) in the bell schedule. Please contact Pupil Accounting to discuss using a Lunch period in your bell schedule.
 - iii. Lunch on Minimum Days: Lunch must take place prior to the end of the school day.
 - iv. Recess at Elementary Sites: It is suggested that recess takes place prior to lunch, when possible.
 - v. As in the past, if you need to add or delete a period or cycle day on your schedule, you may call the IT Help Desk to assist you.

Bell Schedules and calendars must be entered in PowerSchool no later than April 27, 2018.

Schools will no longer be able to make changes to their bell schedule in PowerSchool after September 10, 2018.

- c. Send a copy of your 2018-19 “Wall Bell Schedule” to Pupil Accounting **no later than April 27, 2018. This schedule must match the following:**
 - i. The bell schedule and calendar you entered in PowerSchool;
 - ii. Schedule that will be posted in all classrooms;
 - iii. Schedule that will be included in the staff handbook;
 - iv. Schedule that will be distributed to parents.
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 complete the form attached to Circular 49 for secondary and Circular 48 for elementary schools.
- a. List all minimum days requested for this school year on this form
 - b. Return a copy of this document to Pupil Accounting.
4. **Changes to Bell Schedule after Lock Down Date (September 11, 2018)** - If you must make a change to your bell schedule after the lock down date:
- a. Complete the PowerSchool Bell Schedule – Secondary Instructional Minutes Change Application available to download from the Pupil Accounting Staff Portal.
 - b. Send form via e-mail to Pupil Accounting. Elementary – Kate Formanek kformanek@sandi.net; Secondary & K-8- Isela Young iyoung@sandi.net
 - c. If approved, Pupil Accounting will inform your Area Superintendent, Transportation and Food Services.

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 to Mila Usherenko at (619) 725-7578.

APPROVED:



Jim Solo
Executive Director
Leadership and Learning