

**ADMINISTRATIVE CIRCULAR NO. 64**  
Leadership and Learning  
Fiscal Control - Pupil Accounting

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 1, 2015

**To:** All School Principals

**Subject:** 2015-2016 ANNUAL INSTRUCTIONAL MINUTES  
SCHEDULE

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

**Due Date:** May 15, 2015 (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.

The 2015-16 Annual Instructional Minutes schedule will be a separate attachment and reflects your school's 2014-15 bell schedule. After the instructional minutes are revised to reflect any changes for the 2015-16 school year, please return the schedule as indicated below.

The items listed below must be received in Pupil Accounting no later than May 15<sup>th</sup> :

- 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.
  - 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. If you are requesting or initiating any start or end time changes, you must contact Jennifer Henry (858) 496-8779, at the Transportation Services Department with your request prior to submitting your Annual Instructional Minutes Schedule.  
**Transportation must agree in writing to provide service for any adjusted time schedule.**
- i. 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](mailto:kformanek@sandi.net)

K-8 and Secondary sites email to: Isela Young, [iyoung@sandi.net](mailto:iyoung@sandi.net)

Charter schools email to: Mila Usherenko, [musherenko@sandi.net](mailto: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 2015-16 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 reverting back to the 180 day school year as approved by the Board.

<b>GRADE</b>	<b>REQUIRED MINUTES</b>
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 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.

**If it becomes necessary to change your 2015-16 bell schedule after sending it to Pupil Accounting, the principal/designee must contact Pupil Accounting to initiate the change process, and only with the prior approval of the Area Superintendents, Food Services, Transportation, and Pupil Accounting.**

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.

Jodie Macalos  
Controller

APPROVED:



Jenny Salkeld  
Chief Financial Officer  
Finance

APPROVED:



Jim Solo  
Executive Director,  
Leadership and Learning

BPK

Attachment – 2015-2016 Annual Instructional Minutes Schedule (each site will receive their attachment separately from Pupil Accounting)

Distribution: Lists A, D, E, and F