



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4017

PAGE: 1 OF 5

CATEGORY: **Instruction, School Year**

EFFECTIVE: **2-16-77**

SUBJECT: **Year-Round Programs in Schools,
Single-Track**

REVISED: **1-15-04**

A. PURPOSE AND SCOPE

1. To provide guidelines for initiating a single-track year-round program.
2. **Related Procedures:**

Year-round schools, multi-track	4018
Choice enrollment	6127
Classroom grouping practices and counseling procedures	6020

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1100, F-1200, F-1250, K-2000; Education Code Sections 37600-37645 *et seq.*
2. **Legal and District Requirements.** Any school may request approval from its instructional leader in the School Supervision and Support, Office of Instructional Support, to develop a single-track year-round schedule. All legal and district requirements for the regular school program apply to schools on single-track year-round schedule, including the number of student days in a school year and course requirements. *In order to develop and implement a single-track year-round schedule, the following requirements must be met:*
 - a. **Informational materials.** Materials presenting both pros and cons of a single-track year-round calendar change must be provided to parents and staff. If necessary, by conference or bulletin, equivalent information in primary languages must be provided to meet the language needs of a particular community.
 - b. **Public meetings.** A series of meetings, with a minimum of two evening meetings and one daytime meeting, must be scheduled with staff, school/community groups, and parents to discuss the advantages and disadvantages of single-track year-round schedules and traditional schedules.
 - (1) Announcements of meetings must be made at least ten school days in advance of their scheduled dates.
 - (2) Interpreters must be available for non-English-speaking parents (at schools expense).

- c. **Staff survey.** A survey of classified and certificated staff members must be conducted to indicate their preference for a single-track year-round schedule or for a traditional schedule. Survey results will be reported to the community.
- d. **Central impact survey.** The instructional leader in the School Supervision and Support affected by the single-track year-round school proposal shall inform all organizational units of an intended feasibility study. Each central office division is required to inform the instructional leader (in writing) of any impact that will affect the operation as a result of a change in school calendar for the site under consideration. (If a study is approved by the instructional leader, such impact information shall be provided to the appropriate site principal.)
- e. **Parent survey.** A survey must be conducted among parents of all students in the school (except senior students), with one ballot per family mailed to each residence (see attached sample ballot). A committee of at least five members (including staff and parents representing both pro and con voters) shall count ballots. Results must indicate at least a 50 percent vote in favor of a single-track year-round school calendar, from the eligible population surveyed. This survey is only one of many factors considered before final recommendation is made to the Board of Education.

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Instructional Support.
- 2. **Requests to Change Schedule.** Requests to consider a single-track year-round schedule may be initiated by the district, school staff, school site PTA, site governance team, or a representative group of parents at the school.
- 3. **Three-Year Minimum.** If adopted, the single-track year-round schedule will be in effect for a minimum of three years in order to allow adequate opportunity to develop a quality program. If a school wishes to return to a traditional calendar, the transition year costs shall be paid by the school
- 4. **Student Attendance Options.** Parents/guardians who want their children to attend a school with a different school calendar may apply through the choice option process on a space-available basis.

D. IMPLEMENTATION

1. **Principal**, upon receiving a request from staff, parents, or district to consider a single-track year-round program:
 - a. **Sends written notice of intent** to initiate a single-track year-round program to the instructional leader for that school.
 - b. **Must obtain notification of approval** from the instructional leader *prior* to proceeding with a study.
 - c. **Receives central impact survey information** from the instructional leader, and:
 - (1) Compiles all impact information from other organizational divisions.
 - (2) Includes central impact survey information when communicating with interested groups.
 - d. **Prior to implementation**, meets with the instructional leader (or designee) to plan study.
 - e. **Conducts study** according to plan; gives community and staff not less than one month to consider the single-track year-round program prior to voting.
 - f. **Provides informational materials for parents and staff**, presenting both pros and cons of a single-track year-round calendar change and ensuring that translations of similar information are provided to meet language needs of a particular community, if necessary (see B.2.a).
 - g. **Schedules a series of meetings** with staff, school/community groups, and parents to discuss advantages and disadvantages of single-track year-round schedule and traditional schedule, as well as options available under year-round schedule. Adheres to all requirements outlined in B.2.b.
 - h. **Conducts survey** of classified and certificated staff (see B.2.c).
 - i. **Upon completion of meetings**, conducts parent survey according to requirements outlined in B.2.e (see attached sample ballot).

SUBJECT: **Year-Round Programs in Schools,
Single-Track**

NO: **4017**

PAGE: **4 OF 5**

EFFECTIVE: **2-16-77**

REVISED: **1-15-04**

- (1) Mails *one ballot per family* to each residence to ensure every family has one vote (*at school's expense*).
 - (2) Maintains accurate records to facilitate comprehensive analysis of results. (For example, resident and nonresident families might be identified.)
 - (3) Ensures ballots are counted by a committee of at least five members (including staff and parents representing both pro and con voters) and provides certification of election procedure and ballot counting.
 - (4) Informs parents and staff of survey results and of plans regarding single-track year-round schooling.
 - (5) If a report is submitted to the Board of Education, informs parents and staff of presentation dates and of subsequent action by board.
- j. **No later than March 1, submits request to implement a schedule change** to the instructional leader, including a description of surveys made and subsequent survey results; attaches copies of all informational materials provided to parents and staff.

2. **Office of Instructional Support**

- a. **Submits a complete report** to the Executive Committee for recommendation to the superintendent.
- b. **Upon approval** of the Executive Committee, prepares recommendation from the superintendent to the Board of Education for consideration and adoption.
- c. **Informs site principal** of Board of Education presentation dates so parents and staff may be notified.
- d. **Notifies** all organizational units of Board of Education's final decision.

E. **FORMS AND AUXILIARY REFERENCES**

1. Sample ballot (attached)

SUBJECT: **Year-Round Programs in Schools,
Single-Track**

NO: **4017**

PAGE: **5 OF 5**

EFFECTIVE: **2-16-77**

REVISED: **1-15-04**

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

Deputy Chief of Staff, Kerry B. Flanagan
For the Superintendent of Public Education