



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4022

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CATEGORY: Instruction, School Day

EFFECTIVE: 7-1-62

SUBJECT: Length of K-6 School Day

REVISED: 9-13-04

A. PURPOSE AND SCOPE

1. To define minimum school day for elementary school students, and to provide guidelines for scheduling.
2. **Related Procedures:**

Attendance accounting, K-6	6165
Length of 7-12 school day	4026
Professional responsibilities of certificated employees	7046
Rainy day schedules	4030
Workday and workweek for classified employees	7485

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy F-1300; Education Code Sections 46100, 46110-46119.
2. Length of the school day established for K-6 students shall be equal to or exceed standards fixed by the Board of Education and California Education Code.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the School Supervision and Support Department, Office of Instructional Support.
2. **Definitions**
 - a. **Regular school day for students:** Portion of the daily schedule normally comprising the daily program of full-time students.
 - b. **Modified day:** Length of the school day for students, adjusted to allow for longer attendance on four days during the week and shorter attendance on one day of the same week. (A modified day schedule must be approved by the School Supervision and Support Department, Office of Instructional Support, and meet weekly time requirements established by the Board of Education.)
 - c. **Minimum day:** Length of the school day for students, which constitutes a day of attendance for claiming state apportionment.
 - d. **Attendance:** Act of being present at school or other designated location and engaged in required educational activities under immediate supervision and control of a certificated employee.

3. Responsibility for Scheduling

- a. **Principal** of each elementary school is responsible, subject to approval of instructional leader, for establishing a daily schedule in his/her school. Schools shall not deviate from approved schedule without approval of instructional leader. Site records shall be maintained verifying the school calendar (regular days; minimum days) and length of instructional day.
- b. **Board of Education** may declare a shortened day for students; however, all students shall be scheduled for not less than minimum day.
- c. **Superintendent** may permit one or more schools to observe a shortened day schedule; however, all students shall be scheduled for not less than minimum day.

4. Requirements of the School Day

- a. **Instructional minutes requirement.** The regular instructional day for students shall be determined by the Board of Education and shall not be less than 54,000 minutes/year in kindergarten (including recess) and 54,000 minutes/year in grades 1-6 excluding recess and lunch.
- b. **Regular instructional day**
 - (1) **Kindergarten**

325 minutes per day or 1625 minutes per week, including recess but excluding lunch.
 - (2) **Grades 1-6**

325 minutes per day or 1625 minutes per week, including recess and excluding lunch for the district requirement.
- c. **Modified day.** Schools may, with approval of the School Supervision and Support Department, Office of Instructional Support, adjust the weekly instructional time allocation for students to allow for a longer period of attendance on four days of the week and a shorter period of attendance on one day of the week (e.g., 1625 minutes per week, including recess [which may not exceed 20 minutes per day] but exclusive of noon intermission divided equally into 325 minutes/day for five days, or one day with 245 instructional minutes and four days with 345 instructional minutes).

- (1) Specific distribution of instructional minutes each week is determined by the principal after providing for staff and parent/guardian input.
- (2) Non-instructional time activities for teachers on modified days shall be determined by the principal and may be used for teacher inservice activities, parent conferencing, staff meetings, and teacher preparation.

Note: A modified day schedule for students does *not* change the workday for certificated or classified staff.

- d. **Minimum day.** Whenever necessary, the superintendent may declare a minimum attendance day for students, or may permit one or more schools to observe a minimum schedule (e.g., for parent conferencing).

Note: A minimum day schedule for students does *not* change the workday for certificated or classified staff.

- (1) **Grades 1-3**

230 minutes exclusive of recess, lunch, and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If resulting quotient is 230 or more, students shall be deemed to have complied with Education Code provisions even if the number of minutes attended in any one school day is less than 230 (but not less than 170).

- (2) **Grades 4-6**

240 minutes exclusive of recess, lunch, and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If resulting quotient is 240 or more, students shall be deemed to have complied with Education Code provisions even if the number of minutes attended in any one school day is less than 240 (but not less than 180).

- e. **Subject time allotments.** Basic time allotments for subjects are provided in “Course of Study, K-12” (E.1).
- f. **Lunch period.** A minimum lunch period of thirty minutes must be provided for children and teachers.
- g. **Playground supervision.** Playgrounds are to be open and supervised at least fifteen minutes prior to opening of school.

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5. **Early Release From School.** Early release of students for music lessons, tap dancing lessons, reading clinics, and similar programs conducted by nondistrict agencies and private schools is prohibited. Parents/guardians should be encouraged to supplement the regular instructional program provided it does not interfere with the regular instructional day. (Release of students for religious activity is covered in Procedure 6165.)
6. **Observance of Work Hours**
 - a. **Certificated employees.** Refer to Collective Negotiations Contract and Procedure 7046.
 - b. **Classified employees.** Refer to Procedure 7485.
 - c. **Administrative coverage.** Principal or designee must report thirty minutes before classes begin each morning and remain until all students are dismissed, except those who remain under teacher supervision for sports or other activities (Procedure 7046).

E. FORMS AND AUXILIARY REFERENCES

1. Course of Study, K-12, Stock Item 41-C-7151

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

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For the Superintendent of Public Education