



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4026

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CATEGORY: **Instruction, School Day**

EFFECTIVE: **5-18-73**

SUBJECT: **Length of 7-12 School Day**

REVISED: **11-08-2002**

## A. PURPOSE AND SCOPE

1. To provide guidelines for establishment of daily schedules in secondary schools and to define the regular school day and the minimum day for attendance of secondary school students.
2. **Related Procedures:**

Length of K-6 school day .....	4022
Professional responsibilities of certificated employees .....	7046
Workday and workweek for classified employees .....	7485

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy H-3500, H-6500, H-7930; Education Code Sections 46100, 46140-46142, 46160, 48200, 52316; California Code of Regulations, Title 5, Sections 402-403, 5570.
2. The Board of Education shall fix the length of the school day for secondary schools (Education Code Section 46100).
3. Length of the school day established for secondary students shall be equal to or exceed standards fixed by the Board of Education, California Education Code, and California Code of Regulations, Title 5.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Definitions**
  - a. **Regular school day for full-time students:** Portion of the daily schedule of classes normally comprising the daily program of full-time students.
  - b. **Minimum day:** Length of the school day for students, which constitutes a day of attendance for claiming state apportionment.
  - c. **Passing time:** Length of time allowed for students to pass from classroom to classroom. Traveling time from home to school, school to home, or to and from other programs (such as ROP) is not credited as passing time. One passing time

is credited for periods straddling a lunch break, but must be distinct from actual lunch periods (i.e., in a six-period day, five passing periods between classes may be credited toward instructional time).

- 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.
- e. **Schedule:** Plan of assignment of students to classes at one or more school sites, in work experience, or related activities for instructional purposes.

### 3. **Responsibility for Scheduling**

- a. **Principal** of each secondary school is responsible, subject to approval of instructional leader, for establishing a schedule of classes 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. Regular instructional day for students in grades 7-12 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 7-8 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.
- b. 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.”

- c. Minimum day for students enrolled in continuation schools and opportunity classes shall be not less than 180 minutes, inclusive of passing time but exclusive of lunch periods and nutrition periods or “breaks.”
  - d. “Passing time” is limited to passing from one class to another; passing before or after school may not be included. Time for passing from class to lunch may not be included but time for passing from end of lunch to class may be included. (Minutes devoted to “passing time” must be approved by the Institute for Learning.) (C.2.c.)
  - e. No student subject to compulsory school attendance, except those employed full time, may be scheduled during any day for less than minimum day as specified in C.4.b.
  - f. Minimum day for students is not reduced by the fact of enrollment in a community college vocational program or advanced scholastic course.
  - g. Minimum day for students enrolled in ROP classes who have been excused from physical education because of hardship due to travel shall be 180 minutes (or 1800 minutes during ten consecutive school days), inclusive of passing time but exclusive of lunch periods and nutrition periods or “breaks” (Education Code Section 52316).
5. **Comprehensive Secondary Schools.** The interrelationship of school schedules, length of individual periods, and shortened days of attendance for some students require that the following standards be utilized:
- a. **Length of instructional day.** Students should be scheduled for a regular six-period instructional day. \*Instructional day for students scheduled for a six-period day shall be not less than 365 minutes including passing time, excluding noon intermission.

\*Students on less than a six-period instructional day must have on file a “short-day” request signed by the parent/guardian and the appropriate school counselor, and approved by the principal. A “short-day” is defined as a minimum five-period schedule. A “short-day” schedule may be granted for students enrolled concurrently in work experience programs, ROP, or independent study, or studying in an accredited post-secondary educational institution. “Short-day” schedules also may be granted for health reasons.

- b. **“Block” or alternate flexible time schedules.** Schools may not reduce overall length of an instructional day by adoption of a “block” or alternate flexible time schedule.
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 shall report thirty minutes before the first class in the morning and remain until at least thirty minutes following last period of the day (Procedure 7046).

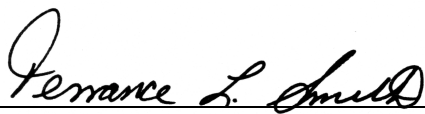
**D. IMPLEMENTATION**

**E. FORMS AND AUXILIARY REFERENCES**

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

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education