

**ADMINISTRATIVE CIRCULAR NO. 108**  
**Office of School Site Support**

**SAN DIEGO CITY SCHOOLS**

**Date:** May 3, 2005

**To:** Secondary School Principals, Division and Department Heads

**Subject:** MINIMUM DAYS FOR 2005-06

**Department and/or Persons Concerned:** Secondary School Principals, Division and Department Heads

**Due Date:** June 6, 2005

**Action Requested:** Complete the attached form and send one copy to each of the following, by the due date:

- 1) Planning Section: Transportation Services
- 2) Your Instructional Leader
- 3) Pupil Accounting (Room 3202, Eugene Brucker, Education Center)
- 4) School Police Services (EOC Trailer, Eugene Brucker Education Center)

**Reference:** District Procedures 4022, 4072

**Brief Explanation:**

All secondary schools are authorized to operate a minimum day schedule four days per school year. The purpose of these days is to permit staff in-service programs, staff program planning, and student-teacher conferences.

**Guidelines for Scheduling Parent-Teacher Conference Days**

All secondary schools are authorized to operate a minimum-day schedule for the purpose of delivering staff in-service programs, enabling staff program planning, and conducting parent-teacher conferences.

After selecting minimum day schedule dates, the form provided (Attachment 1) should be submitted to the individuals/offices listed. The following provisions are required when conducting minimum days for students:

1. The 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.
2. The minimum day for students enrolled in continuation and opportunity schools shall not be less than 180 minutes, inclusive of passing time but exclusive of lunch periods and nutrition breaks.
3. The 240-minute requirement does not include ROP or courses conducted by a community college or passing time to or from ROP or community college courses.
4. Cafeteria lunches must be provided for those pupils desiring to purchase lunches and for those pupils eligible for free or reduced-price lunches. Lunch does not count as part of the 240-minute minimum.

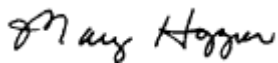
5. Schools must provide telephone coverage during the afternoon.
6. Schools sharing the same bus routes on the same time schedule must select the same minimum schedule days in order to avoid conflict for bus service.
7. The number of buses available for minimum-day support is limited. Transportation will be scheduled on a first-come, first-served basis by written requests from schools. It is possible that Transportation Services cannot support some requests from schools.
8. In the event that a particular day is oversubscribed, schools will be required to reschedule their minimum days to other dates in order to receive bus service. **Schools should NOT notify parents, staff, or students of specific minimum schedule days until receipt of written confirmation from Transportation Services.** All changes should be submitted to Transportation Planning. Please wait for approval of the changes before announcements are sent home. Transportation may not be able to support changes made at the last minute.
9. A minimum-day schedule for students does not change the workday for certificated or classified staff.

Bus service in support of minimum days will be scheduled in the most cost-effective manner due to budget limitations. This often results in different buses and drivers servicing schools on minimum days. Therefore, schools should closely supervise procedures at their loading zones on these days.

Transportation Services will provide written notification to each school when buses are scheduled for minimum days. Schools should contact the Planning Section of Transportation Services at 858-496-8475 or 858-496-8460 if they have any questions regarding transportation.

Karen Volz Bachofer  
Executive Director  
Standards, Assessment, and Accountability Division

APPROVED:



Mary Hopper  
Chief Administrative Officer

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Attachment

Distribution: Lists A, E, and F

SAN DIEGO CITY SCHOOLS  
Office of School Site Support

**REQUEST FOR MINIMUM DAYS—SECONDARY, 2005-2006**

Please complete the request form below **no later than June 6, 2005** and forward one copy to each of the following individuals/departments:

- Nancy Hollenbaugh, Planning Section, **Transportation Services (FAX: 858-496-8700)**;
- Your **Instructional Leader**;
- **Pupil Accounting**, Eugene Brucker Education Center, Room 3202;
- **School Police Services**.

Schools sharing transportation services **must request** the same dates. **Do not notify parents of minimum schedule dates until confirmation from Transportation Services is received.**

Changes in requested dates and times must be approved by Transportation Services. Once approved, schools must then forward a copy of the newly-approved schedule to: 1) their Instructional Leader, 2) Pupil Accounting, and 3) School Police Services.

Secondary schools may use a maximum of four minimum days per year for teacher-parent conferences, staff in-service programs, and staff program planning. Buses will be scheduled to pick up all students following the dismissal times on minimum days.

**TEACHER-PARENT CONFERENCE DATES: 2005-2006**

School: \_\_\_\_\_  
Principal's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Our school requests a minimum-day schedule for teacher-parent conferences on the following days:

Track(s)	Preferred Dates	Alternate Dates

Dismissal Time: \_\_\_\_\_  
 Bus Departure Time (allow for lunch): \_\_\_\_\_  
 Should Late Buses Be Cancelled on These Days (circle one)?:      Yes      No  
 Programs Included (e.g., Magnet, VEEP, Special Ed.): \_\_\_\_\_