

ADMINISTRATIVE CIRCULAR NO. 109
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: May 3, 2005

To: Elementary School Principals, Division and Department Heads

Subject: PUPIL PROGRESS REPORTING PERIODS FOR 2005-06

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

Due Date: June 3, 2005

Action Requested: Complete 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:

In 2005-06, the district will continue to use three standard progress reporting periods at the elementary level. This progress reporting schedule corresponds to that used at the secondary school level, i.e., quarter, semester, and end-of-year. There are several advantages to this reporting schedule:

1. Multi-level schools will not have to struggle with two separate cycles and double the report card generation.
2. Grade cards can continue to be prepared with sufficient lead time for the first conferencing period, even though the school year commences a week later than last year.
3. The new cycle dovetails well with the district's at-risk student timeline, which calls for notifying parents early if students are at-risk of meeting grade-level standards.

The chart below provides reporting period end dates for 2005-06.

REPORTING PERIOD END DATES			
	Reporting Period 1 <i>Quarter</i>	Reporting Period 2 <i>Semester</i>	Reporting Period 3 <i>End-of-Year</i>
Traditional Calendar	November 4, 2005	February 3, 2006	June 20, 2006
Year-Round	November 4, 2005	February 17, 2006	July 21, 2006

At the beginning of the 2005-06 school year, you will receive more detailed information, including timelines for submitting report card scan sheets and production/distribution of completed report cards.

Although reporting periods are standardized across the district, schools may continue to schedule parent conference days to meet individual site needs and transportation availability. The following section provides guidelines for scheduling parent-teacher conference days.

Guidelines for Scheduling Parent-Teacher Conference Days

All elementary schools are authorized to operate a minimum-day schedule for the purpose of conducting parent-teacher conferences. Traditional calendar and year-round schools are authorized to use a maximum of four days per year for parent-teacher conferences (ref. Procedure No. 4072).

Elementary schools may select their minimum days at the end of the first and/or second progress reporting periods according to the timeline provided (Attachment 1). After selecting parent-teacher conference dates, the form provided (Attachment 2) should be submitted to the individuals/offices listed. The provisions below must be met when conducting minimum days for pupil progress reporting conferences.

1. **Grades 1-3: 230 minutes per day**, exclusive of recess, non-intermission, 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 and district provisions even if the number of minutes attended in any one school day is less than 230 (but **not** less than 205).
2. **Grades 4-5: 240 minutes per day**, exclusive of recess, non-intermission, 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 and district provisions even if the number of minutes attended in any one school day is less than 240 (but **not** less than 205).
3. 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 230- or 240-minute minimum.
4. Schools sharing the same bus routes on the same time schedule must select the same days for conference(s) in order to avoid conflict for bus service. The transportation routes for pupil progress reporting days are generated from the regular afternoon roster.
5. 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.
6. 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 days for conferences 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.
7. A minimum-day schedule for students does not change the workday for certificated or classified staff.

Because of multiple calendars, arranging pupil progress reporting periods is difficult. Bus service in support of parent-teacher conference 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

conference 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 conference 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. Questions regarding standardized progress reporting periods should be directed to Elizabeth Kramer at 619-725-7148 (ekramer@sandi.net).

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

APPROVED:



Mary Hopper
Chief Administrative Officer

KVB:ek
Distribution: Lists A and D

SAN DIEGO CITY SCHOOLS
Office of School Site Support

**ELEMENTARY LEVEL PUPIL PROGRESS REPORTING PERIODS
TEACHER-PARENT CONFERENCE SCHEDULE
2005-06**

Please select a *maximum total* of four minimum days to schedule teacher/parent conferences, according to the following schedules:

TRADITIONAL CALENDAR SCHOOLS

Teacher-Parent Conference Period

Reporting Period 1: November 14–December 7, 2005

Reporting Period 2: February 6–February 24, 2006

YEAR-ROUND SCHOOLS

Teacher-Parent Conference Period

Reporting Period 1: November 14–December 7, 2005

Reporting Period 2: February 21–March 10, 2006

SAN DIEGO CITY SCHOOLS
Office of School Site Support

REQUEST FOR TEACHER-PARENT CONFERENCE DATES 2005-2006

Please complete the request form below **no later than June 3, 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**.

Please do not plan a minimum day prior to the first date listed for your type of school (e.g., traditional or single track year-round).

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

If, at anytime, schools request changes in dates/times of teacher-parent conferences (which are subsequently approved by Transportation Services), they must forward a copy of the newly-approved schedule to 1) their Instructional Leader, 2) Pupil Accounting, and 3) School Police Services.

Traditional calendar and year-round elementary schools may use a maximum of four minimum days per year for teacher-parent conferences. 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): _____
Programs Included (e.g., Magnet, VEEP, Special Ed.): _____