

**SAN DIEGO CITY SCHOOLS**

**Date:** May 10, 2005

**To:** All School Principals

**Subject:** 2005-06 ANNUAL INSTRUCTIONAL MINUTES SCHEDULE

**Department and/or  
Persons Concerned:** Principals

**Due Date:** June 3, 2005

**Reference:** Administrative Procedure 4022, Length of K-6 School Day and  
4026, Length of 9-12 School Day

**Action Requested:** Review, revise, and sign the Annual Instructional Minutes Schedule  
and return to Pupil Accounting.

**Brief Explanation:**

The California Department of Education requires an annual certification of each school's instructional minutes. Substantial financial penalties will be incurred by the district if a school fails to meet the minimum number of instructional minutes required by the state.

Under separate cover, you will receive a copy of this circular with the 2005-06 Annual Instructional Minutes Schedule for your site. The electronic distribution of this circular is accompanied by generic samples (elementary and secondary) of the schedule. Upon receipt, review and revise your schedule by following the instructions below, ensuring that your instructional minutes schedule is consistent with your existing bell schedule.

1. Write in time changes to the schedule, if any.
2. List the dates of your minimum days (generally four days for parent conferences or Race/Human Relations activities).
3. If you have a weekly modified day, what day of the week is the modified day?
4. Middle and senior high schools -- List dates for final examinations, if minutes are less than your regular day, and any other variation to your schedule. Include each period's start and end times.
5. If the grade ranges have changed for your site, please indicate the new grade ranges and provide instructional minutes for all grade levels.

6. Include a copy of your bell schedule when returning the instructional minutes.
7. Each site is required to enter their bell schedule into the Zangle system. Bell schedules must reflect the actual instructional minutes for the site. (Refer to the Zangle Handbook, Pages 8-19 of the System Administrator Section).
8. Submit revised instructional minutes schedule via fax to Pupil Accounting at (619) 725-7580. Make sure the changes are clearly written. A new schedule will be generated and returned to you for final approval. Sign and forward the original copy of the new schedule to Pupil Accounting via school mail; faxed copies of the final schedule will not be accepted.
9. Maintain a copy for your site.

**If you change your bell schedule after sending it to Pupil Accounting and to ensure compliance with state requirements, we must receive a copy of your revised schedule immediately.**

Please refer questions to Dee Slieff at (619) 725-7576.

Scott H. Patterson  
Chief Financial Officer

APPROVED:



Mary Hopper  
Chief Administrative Officer

SHP:jv

Attachment

Distribution: Lists B, D, E, and F

**SAN DIEGO CITY SCHOOLS  
Pupil Accounting Department  
2005-2006 Annual Instructional Minutes Schedule**

Attachment

Sent:

School	<b>Elementary</b>	<b>D R A F T</b>
Location	<b>003</b>	
Track	<b>T</b>	
Modified Day	<b>Wednesday</b>	

**Minimum Requirements:** Kindergarten (including recess) **54,000**  
Grades 1-6 (not including recess) **54,000**

Grade(s)	Schedule	Start Time	Ending Time	Total minutes per day	Minus minutes of recess	Minus minutes of lunch	Instructional minutes per day	Instructional minutes per week	Number of days per year	Instructional minutes per year	Excess or (shortage)
<b>Kindergarten</b>	Regular days	07:45 AM	02:10 PM	385	N/A	35	350	1,400	138	48,300	
	Modified days	07:45 AM	12:00 PM	255	N/A		255	255	38	9,690	
	Minimum days	07:45 AM	12:00 PM	255	N/A		255		4	1,020	
								1,655	180	59,010	5,010
<b>1 - 3</b>	Regular days	07:45 AM									
	Modified days	07:45 AM									
	Minimum days	07:45 AM									
<b>4 - 5</b>	Regular days	07:45 AM	02:10 PM	385	20	35	330	1,320	138	45,540	
	Modified days	07:45 AM	12:00 PM	255	20		235	235	38	8,930	
	Minimum days	07:45 AM	12:00 PM	255	20		235		4	940	
								1,555	180	55,410	1,410

**SAMPLE ELEMENTARY**

**Dates:** Minimum days [11/24/05 Thu](#)  
[11/25/05 Fri](#)  
[3/2/06 Thu](#)  
[3/3/06 Fri](#)

I verify that the above is the correct schedule for the 2005-2006 school year.

**S A M P L E**

Signature                      xxxxxxxx                      Date

After reviewing the above schedule, please revise, sign, and return to Pupil Accounting, Eugene Brucker Education Center, Room 3202,  
**Attn: Dee Slieff**

**Refer to Administrative Circular No.**

SAN DIEGO CITY SCHOOLS  
Pupil Accounting Department  
2005-2006 Annual Instructional Minutes Schedule

Attachment

School Location	Secondary Schools
Track	T
Modified day	Thursday

**Minimum Requirements:** Secondary Grades **64,800**

SAMPLE

Schedule	Start Time	Ending Time	Total minutes per day	Minus excess minutes of passing time	Minus minutes of lunch	Instructional minutes per day	Number of days per year	Instructional minutes per year	Excess or (shortage)
Regular days	08:45 AM	03:30 PM	405		30	375	167	62,625	
Modified day	08:45 AM	12:45 PM	240			240	13	3,120	
							180	65,745	945

Regular day	Instructional Time	Num Mins	Inst. Mins
Period	from to	Passing	per period
1	08:45 AM 09:45 AM		60
2	09:50 AM 10:50 AM	5	60
1st Lunch	10:50 AM 11:20 AM	0	30
3	11:25 AM 12:25 PM	5	60
4	12:30 PM 01:25 PM	5	55
5	01:30 PM 02:30 PM	5	60
6	02:35 PM 03:30 PM	5	55
		25	350

SAMPLE SECONDARY

3	10:55 AM 11:55 AM	60
2nd Lunch	11:55 AM 12:25 PM	30

375

Refer to Administrative Circular No.

Modified day	Instructional Time	Num Mins	Inst. Mins
Period	from to	Passing	per period
1	08:45 AM 09:25 AM		40
2	09:30 AM 10:05 AM	5	35
3	10:10 AM 10:45 AM	5	35
4	10:50 AM 11:25 AM	5	35
5	11:30 AM 12:05 PM	5	35
6	12:10 PM 12:45 PM	5	35
		25	215

**Dates: Modified Days**

9/26/02 Thu	3/13/03 Thu
10/10/02 Thu	3/27/03 Thu
10/24/02 Thu	4/10/03 Thu
1/16/03 Thu	4/24/03 Thu
1/30/03 Thu	5/8/03 Thu
2/27/03 Thu	5/22/03 Thu
	6/13/03 Fri

240

Refer to Administrative Circular No.

I verify that the above is the correct schedule for the 2005-2006 school year

SAMPLE

Signature	Date
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After reviewing the above schedule, please revise, sign, and return to Pupil Accounting, Eugene Brucker Education Center, Room 3202.

**Attn: Dee Slieff**