

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 11, 2008

To: All School Principals

Subject: 2008-2009 ANNUAL INSTRUCTIONAL MINUTES SCHEDULE

Department and/or Persons Concerned: Principals and Area/Assistant Superintendents

Due Date: April 11, 2008

Reference: Administrative Procedures 4022, Length of K-6 School Day and 4026, Length of 7-12 School Day

Action Requested: Review, revise (if necessary), and sign the Annual Instructional Minutes Schedule (mailed under separate cover) and return original by school mail 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.

The 2008-09 Annual Instructional Minutes schedules will be sent to each school site under separate cover, during March 2008. Refer to Attachments 1 and 2 for sample elementary and secondary Instructional Minutes Schedules. The items listed below **must** be received in Pupil Accounting no later than April 11, 2008:

- 1. Annual Instructional Minutes Schedule Update**—Review your school's Annual Instructional Minutes Schedule. Follow the instructions below:
 - a. Write in time changes to the schedule, if any.
 - b. List the dates of your requested minimum days (generally four days for parent conferences or Race/Human Relations activities).
 - c. If you have a weekly modified day, confirm the day is correct on the form, or write in the correct day.
 - d. Middle and senior high schools—List dates for final examinations, note if minutes are fewer than on your regular day schedule, and note any other variation to your schedule. Please include each period's start and end times.
 - e. If the grade ranges have changed for your site, please indicate the new grade ranges and provide instructional minutes for all grade levels.
 - f. Lunch times for all lunch periods with passing time both to and from lunch must be documented. If you have multiple lunch times, you must document each lunch and passing time therein.
 - g. Include a copy of your bell schedule (the same copy which is posted in classrooms, included in the staff handbook, and distributed to parents). This schedule should indicate start/dismissal times, lunch/recess schedule, and minimum/modified day schedule.

- h. Prior to submitting your Annual Instructional Minutes Schedule for 2008-2009 you must contact Martin Stech at the Transportation Services Department if you are requesting or initiating (new schools) any start or end time changes from your current schedule. Transportation must agree in writing to provide service for any adjusted time schedule. Any start or end time changes for the current schedule (2007-2008) must be approved in writing by Pupil Accounting.
 - i. **Please review and revise your schedule and return to Pupil Accounting, Eugene Brucker Education Center, Room 3202, or fax to (619) 725-7580.**
2. **Finalized Instructional Minutes Schedule**—Pupil Accounting will update and process your changes.
 - a. Pupil Accounting processes changes and returns the Instructional Minutes document to the site for final review.
 - b. If there are no further changes, please have the principal sign and return the **ORIGINAL**, signed document through school mail to Pupil Accounting. Faxed documents are **NOT** acceptable.
 - c. If further changes are necessary, please forward the changes to Pupil Accounting.
3. **Minimum Day Request Form**—This form is generated by the Office of the Deputy Superintendent and sent to the principals for documentation of minimum days. Please list all minimum days requested for this school year on this form and return a copy of this document to Pupil Accounting.
4. **Bell Schedules in Zangle**—When the 2008-2009 Zangle database is available and the master schedule for your site is created, the bell schedules must be input into Zangle. All days that have a different bell schedule must be accurately reflected in Zangle, including finals days, modified days, A or B day schedules, minimum days, or any other variation from your regular day. Bell schedules must include two passing periods both to and from lunch, and the lunch period itself. Separate instructions have been sent to site techs and power users.
5. **Instructional Minutes Requirements**—As per California Education Code 46201(b), the required minimum instructional minutes by grade level are as follows:

Kindergarten	36,000 minutes
Grades 1-3	50,400 minutes
Grades 4-6	54,000 minutes
Grades 7-8	62,835 minutes (at District K-8 grade level sites only)
Grades 7-8	64,800 minutes (at Middle/Junior High sites)
Grades 9-12	64,800 minutes

Administrative Procedure 4026 says in part: “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.

“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.’”

Please ensure that all schedules include a thirty-minute, duty-free lunch period that is preceded by a passing period and succeeded by a passing period. **As per Administrative Procedure 4026, only one of the passing periods surrounding the lunch period may count toward the site’s instructional minutes and all passing periods must be of equal length.**

Bell schedules must adhere to the provisions of the San Diego Education Association/San Diego Unified School District Agreement, which stipulates a minimum of six hours and thirty-five minutes on campus duty time for full-time classroom teachers, plus the minimum thirty-minute, duty-free lunch.

Period configurations, number of terms, and the number of cycles for the purpose of Master Schedule building must be forwarded to the DWA-Zangle IT team to ensure each site’s Master Schedule is completed in a timely manner. For future information, refer to the 2008-09 New Year Initialization. Navigation to the document is as follows:

Go to <http://www.sandi.net/zangle>

- ➔ Read & Learn
- ➔ Job Aids
- ➔ General section
- ➔ Zangle New Year Initialization Document v1.9

If it becomes necessary to change your 2008-2009 bell schedule after sending it to Pupil Accounting, the principal/designee must contact Pupil Accounting to initiate the change process. Changes must be made prior to June 30, 2008, and will only be made with the concurrence of the Area/Assistant Superintendents, Food Services, Transportation, and Pupil Accounting. Once the new school year begins, Zangle bell schedules will be locked.

Refer all questions to Dee Slieff at (619) 725-7576 or Isela Young (619) 725-7577.

Gamy M. Rayburn
Interim Chief Financial Officer
Financial Operations Division

APPROVED:



Peter M. Iverson
Interim Chief Administrative Officer

GMR:mcr

Attachments

Distribution: Lists B, D, E, and F

SAMPLE ELEMENTARY

**SAN DIEGO UNIFIED SCHOOL DISTRICT
Financial Operations Division
Pupil Accounting
2008-2009 Annual Instructional Minutes Schedule**

Attachment 1

School Location	Elementary
Track	SAMPLE
Modified Day	T Wednesday

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

Sample shows min./mod. day lunch before dismissal

Grade(s)	Schedule	Start Time	Ending Time	Total minutes per day	Minus minutes of recess	Minus excess passing time	Minus minutes of lunch	Instructional minutes per day	Instructional minutes per week	Number of days per year	Instructional minutes per year	Excess or (shortage)
Kindergarten	Regular days	07:45 AM	02:10 PM	385	N/A	5	30	350	1,400	138	48,300	
	Modified days	07:45 AM	12:40 PM	295	N/A	5	30	260	260	38	9,880	
	Minimum days	07:45 AM	12:40 PM	295	N/A	5	30	260		4	1,040	
									1,660	180	59,220	5,220
1 - 5	Regular days	07:45 AM	02:10 PM	385	20	5	30	330	1,320	138	45,540	
	Modified days	07:45 AM	12:40 PM	295	20	5	30	240	240	38	9,120	
	Minimum days	07:45 AM	12:40 PM	295	20	5	30	240		4	960	
									1,560	180	55,620	1,620

Example of multiple lunch sessions before dismissal

		Passing time Lunch		
Grades K-3	Release to lunch	10:55 AM		5
	lunch	11:00 AM	11:30 AM	30
	Return from lunch	11:35 AM		5
Grades 4-5	Release to lunch	11:25 AM		5
	lunch	11:30 AM	12:00 PM	30
	Return from lunch	12:05 PM		5

*Please note--all passing time must be consistent!!!

Dates: Min/Staff Dev. Days

- 11/20/08 Thu
- 11/21/08 Fri
- 3/2/09 Mon
- 3/3/09 Tue

I verify that the above is the correct schedule for the 2008-2009 school year.

S A M P L E	
Signature	Date

**Please return the schedule to Pupil Accounting, Eugene Brucker Education Center, Room 3202 for corrections. Corrected schedules may be faxed to (619) 725-7580.

Attn: Dee Slieff

SAMPLE SECONDARY

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Financial Operations Division
 Pupil Accounting
 2008-2009 Annual Instructional Minutes Schedule

Attachment 2

Minimum Requirements: Grades 7-12 64,800

School Location	Secondary Schools
Track	SAMPLE
Modified	T Thursday

Grades 7-9 Schedule	Start Time	Ending Time	Total minutes per day	Minus excess 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	03:35 PM	410	5	30	375	139	52,125	
Modified days	08:45 AM	02:30 PM	345	5	30	310	37	11,470	
Minimum days	08:45 AM	02:30 PM	345	5	30	310	4	1,240	
							180	64,835	35

Regular day Period	Instructional Time from	Instructional Time to	Num Mins Passing	Inst. Mins per period
1	08:45 AM	09:45 AM		60
2	09:50 AM	10:50 AM	5	60
Passing to Lunch	10:50 AM	10:55 AM	5	0
LUNCH 1	10:55 AM	11:25 AM		30
Pass from Lunch	11:25 AM	11:30 AM	5	0
3	11:30 AM	12:30 PM	0	60
4	12:35 PM	01:30 PM	5	55
5	01:35 PM	02:35 PM	5	60
6	02:40 PM	03:35 PM	5	55
			30	380
			minus excess passing time	-5
				25

Regular Day Lunch 2

Period 3	10:50 AM	11:50 AM	0	60
Passing to Lunch	11:50 AM	11:55 AM	5	
LUNCH 2	11:55 AM	12:25 PM	30	30
Pass from Lunch	11:30 AM	12:30 PM	5	60

410

Mod/min day Period	Instructional Time from	Instructional Time to	Num Mins Passing	Inst. Mins 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	11:30 AM	5	40
Passing to Lunch	11:30 AM	11:35 AM	5	0
LUNCH	11:35 AM	12:05 PM		30
Pass from Lunch	12:05 AM	12:10 PM	5	0
5	12:10 PM	01:30 PM	0	80
6	01:35 PM	02:30 PM	5	55
			30	315
			minus excessive passing time	-5
				25

Dates: Minimum Days

9/26/08 Fri
 10/10/08 Fri
 10/24/08 Fri
 1/16/09 Fri

*Please note all passing time must be consistent!!!

345 I verify that the above is the correct schedule for the 2008-2009 school year

SAMPLE
Signature _____ Date _____

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 Attn: Dee Slieff