

SAN DIEGO CITY SCHOOLS

Date: April 3, 2006

To: All School Principals

Subject: 2006-07 ANNUAL INSTRUCTIONAL MINUTES SCHEDULE

Department and/or Persons Concerned: Principals and Assistant Superintendents

Due Date: May 12, 2006

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 2006-07 Annual Instructional Minutes schedules will be sent to each school site under separate cover, during the last week of April 2006. Refer to Attachments 1 and 2 for samples of elementary and secondary Instructional Minutes Schedules. The items listed below must be received in Pupil Accounting no later than May 12, 2006:

1. **Annual Instructional Minutes Schedule**—Review your school's Annual Instructional Minutes Schedule. If the schedule for your site requires any revisions or is missing information, 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, please note which day.
 - d. 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. 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.

Please review and revise your new schedule, sign and return the original to Pupil Accounting, Eugene Brucker Education Center, Room 3202. Original signatures are required; no faxed copies of the schedule can be accepted.

2. **Minimum Day Request Form**—This form is generated by the assistant superintendents and sent to the principals for documentation of minimum days. Please list all minimum days requested for this school year on this form.
3. **Bell Schedule**—Include a copy of your bell schedule (the same copy which is posted in classrooms, included in the staff handbook and distributed to parents) with your Annual Instructional Minutes Schedule. This schedule should indicate start/dismissal times, lunch/recess schedule, and minimum/modified day schedule.

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 City Schools Agreement, which stipulates the six hour and thirty-five minute on campus, duty time for full-time classroom teachers, plus the minimum thirty minute duty-free lunch.

Please write the changes clearly on the form and fax it to Pupil Accounting at (619) 725-7580 for expedited processing. A new schedule will be generated and sent out to the site for final approval.

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 additional information, refer to the 2006-07 New Year Initialization Handbook. Navigation for the handbook is as follows:

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


- ➔ Read & Learn
- ➔ Job Aids
- ➔ General section
- ➔ New Year Init Guide for 2006-07 v1.1

If at any point in the school year you change your calendar or bell schedule after sending it to Pupil Accounting, we must receive a copy of your revised schedule immediately to ensure compliance with state requirements.

Refer all questions to Robin McCoy at (619) 725-7578 or Dee Slieff at (619) 725-7576.

Scott H. Patterson
Chief Financial Officer

APPROVED:



Jose L. Betancourt
Chief Administrative Officer

SHP:jv

Attachments

Distribution: Lists B, D, E, and F

SAN DIEGO CITY SCHOOLS
Financial Operations Division
Pupil Accounting

Attachment 1

School Location	Elementary	D R A F T
Track	SAMPLE	
Modified Day	T	
	Wednesday	

2006-07 Annual Instructional Minutes Schedule

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 - 3	Regular days	07:45 AM	SAMPLE ELEMENTARY									
	Modified days	07:45 AM										
	Minimum days	07:45 AM										
4 - 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

Regular Day	Num Mins passing	Inst. Mins per period	
07:45 AM - 11:55 AM		250	
lunch 12:00 PM - 12:30 PM	-5	-30	
12:35 PM - 02:10 PM	5	95	
	10	375	385
minus excess passing time	-5		
	5	375	380

example of lunch after dismissal

Min./Mod. Day	Num Mins passing	Inst. Mins per period
07:45 AM - 12:00 PM		255

example of lunch before dismissal

Min./Mod. Day	Num Mins passing	Inst. Mins per period	
07:45 AM - 10:55 AM		190	
lunch 11:00 AM - 11:30 AM	-5	-30	
11:35 AM - 12:40 PM	5	65	
	10	285	295
minus excess passing time	-5		
	5	285	290

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

Dates: Min/Staff Dev. Days

- 11/24/06 Fri
- 11/23/06 Thu
- 3/2/07 Fri
- 3/6/07 Tue

I verify that the above is the correct schedule for the 2006-2007 school year.

S A M P L E

Signature _____
Date _____

**Please sign and return the schedule to Pupil Accounting, Eugene Brucker Education Center Room 3202 If the above schedule is correct.

If the schedule is not correct, then fax the revised schedule to (619) 725-7580.

Attn: Robin McCoy

Adm93 Att1 InstrMinElem.XLS.xls, Elem Sample

SAN DIEGO CITY SCHOOLS

Financial Operations Division
Pupil Accounting

Minimum Requirements:

Attachment 2

Secondary Grades
64,800

School	Secondary Schools
Location	SAMPLE
Track	T
Modified	Thursday

2006-07 Annual Instructional Minutes Schedule

sample shows modified / minimum day lunch before dismissal

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 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	10:55 AM	11:25 AM	5	30
3	11:30 AM	12:30 PM	5	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

410

SAMPLE SECONDARY

3	10:55 AM	11:55 AM	60
2nd Lunch	12:00 PM	12:30 PM	30

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

Mod/min 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

example of lunch after dismissal

240

Mod/min 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 11:30 AM	5	40
Lunch	11:35 AM 12:05 PM	5	30
5	12:10 PM 01:30 PM	5	80
6	01:35 PM 02:30 PM	5	55
		30	315
		minus excessive passing time	5
		25	315

example of lunch before dismissal

345

340

Dates: Minimum Days

- [9/26/06 Tue](#)
- [10/10/06 Tue](#)
- [10/24/06 Tue](#)
- [1/16/07 Tue](#)

I verify that the above is the correct schedule for the 2006-2007 school year.

SAMPLE

Signature

Date

**Please sign and return the schedule to Pupil Accounting, Education Center Room 3202 If the above schedule is correct.

If the schedule is not correct, then fax the revised schedule to (619) 725-7580.

Attn: Robin McCoy