

**ADMINISTRATIVE CIRCULAR NO. 108**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** May 8, 2006

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

**Subject:** MINIMUM DAYS FOR 2006-07

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

**Due Date:** May 19, 2006

**Action Requested:** Complete the attached form and send a copy to each of the following:

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

**References:** *2006-07 Annual Instructional Minutes Schedule* (Administrative Circular No. 93)  
District Procedures 4026, 4705

**Brief Explanation:**

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

**Guidelines for Scheduling Minimum Days**

After selecting minimum day schedule dates, the *Request for Minimum Days: 2006-07* (Attachment 1) should be submitted to the individuals/offices listed on the form **no later than May 19, 2006**. The following provisions are required when conducting minimum days for students:

1. The minimum day for students enrolled in comprehensive secondary schools shall not be 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 written confirmation from Transportation Services is received.** 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.

Please note that the scheduling of minimum days must be completed prior to submitting the *2006-07 Annual Instructional Minutes Schedule* (Administrative Circular No. 93). The due date for submitting the *2006-07 Annual Instructional Minutes Schedule* to Pupil Accounting has been changed to May 30, 2006.

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 may contact the Planning Section of Transportation Services at 858-496-8475 or 858-496-8460 with questions regarding transportation.

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

APPROVED:



Geno Flores  
Deputy Superintendent

Attachment

Distribution: Lists A, E and F

SAN DIEGO CITY SCHOOLS  
Office of the Deputy Superintendent

**REQUEST FOR MINIMUM DAYS: 2006-07  
SECONDARY SCHOOLS**

Please complete the request form below **no later than May 19, 2006** and forward a copy to each of the following individuals/departments:

- Planning Section, **Transportation Services** (Nancy Hollenbaugh, Fax: 858-496-8700)
- Your **Assistant Superintendent**
- **Pupil Accounting** (Eugene Brucker Education Center, Room 3202)
- **School Police Services** (Eugene Brucker Education Center, EOC Trailer)

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

Changes to requested dates and times must be approved by Transportation Services. Once approval from Transportation Services is received, please forward the final copy of the minimum day schedule to: 1) your Assistant Superintendent, 2) Pupil Accounting, and 3) School Police Services.

**REQUEST FOR MINIMUM DAYS: 2006-07  
SECONDARY SCHOOLS**

**School:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

Our school requests a minimum day schedule on the following days:

Preferred Dates	Alternate Dates

Dismissal Time: \_\_\_\_\_

Bus Departure Time (allow for lunch): \_\_\_\_\_

Do you want the late-activity buses canceled? (circle one):      Yes      No