

ADMINISTRATIVE CIRCULAR NO. 109
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: May 8, 2006

To: Elementary School Principals, Division and Department Heads

Subject: PUPIL PROGRESS REPORTING PERIODS FOR 2006-07

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

Due Date: May 19, 2006

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 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 4022, 4702

Brief Explanation:

In 2006-07, the district will continue to use three standard progress reporting periods at the elementary school level. However, the progress reporting schedule has been modified for 2006-07 at the request of school sites. While the length of the first reporting period remains the same, the second reporting period has been extended. There are several advantages to this reporting schedule:

1. This new schedule allows for more instructional time between the end of the first and second reporting periods.
2. Grade cards will continue to be prepared with sufficient lead times for each conferencing period.
3. The cycle is aligned to the district's at-risk student timeline, which requires parent notification for students at risk of not meeting grade-level standards.

The chart below provides progress reporting period end dates for 2006-07.

2006-07 PROGRESS REPORTING PERIOD END DATES

	Reporting Period 1	Reporting Period 2	Reporting Period 3
Traditional	November 3, 2006	March 9, 2007	June 19, 2007
Year-Round	November 3, 2006	March 23, 2007	July 20, 2007

Early in the 2006-07 school year, the *Scan Sheet/Progress Report Timeline* circular will be posted. This circular will provide detailed information about the timelines for submitting report card scan sheets and the production/distribution of completed report cards.

Guidelines for Scheduling Parent-Teacher Conference Days

Although progress reporting periods are standardized throughout the district, elementary schools may continue to schedule parent-teacher conference days to meet individual site needs and transportation availability. Elementary schools may select their minimum days according to the timelines provided on Attachment 1. The *Request for Parent-Teacher Conference Dates: 2006-07* (Attachment 2) should be submitted to the individuals/offices listed on the form **no later than May 19, 2006**. The following provisions must be met when conducting minimum days for parent-teacher 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 the 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 the 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 parent-teacher conferences in order to avoid conflict for bus service.
5. There is a limited number of buses available for minimum days. 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 in order to receive bus service. **Schools should NOT notify parents, staff, or students of specific days for conferences 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.
7. A minimum day schedule for students does not change the workday for certificated or classified staff.

Please note that the scheduling of minimum days for parent-teacher conferences 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 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 parent-teacher 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 parent-teacher 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 Kristine Beverly at 619-725-7117 (kbeverly@sandi.net).

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

APPROVED:



Geno Flores
Deputy Superintendent

Attachments

Distribution: Lists A and D

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent

**PARENT-TEACHER CONFERENCE PERIODS: 2006-07
ELEMENTARY SCHOOLS**

Please request minimum day schedules for parent-teacher conferences based on the following timelines:

TRADITIONAL CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 27 – December 15, 2006

Reporting Period 2: March 26 – April 20, 2007

YEAR-ROUND CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 27 – December 15, 2006

Reporting Period 2: April 25 – May 18, 2007

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent

**REQUEST FOR PARENT-TEACHER CONFERENCE DATES: 2006-07
ELEMENTARY 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)

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

Schools sharing transportation services **must request** the same dates. **Please do not notify parents of the conferencing dates until confirmation from Transportation Services is received.** Buses will be scheduled to pick up all students following the dismissal times on minimum days.

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.

**PARENT-TEACHER CONFERENCE DATES: 2006-07
ELEMENTARY SCHOOLS**

School: _____

Principal: _____

Date: _____

Signature: _____

Our school requests a minimum day schedule for parent-teacher conferences on the following days:

Preferred Dates	Alternate Dates

Dismissal Time: _____

Bus Departure Time (allow for lunch): _____