

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 14, 2011

To: All School Principals

Subject: 2011-2012 ANNUAL INSTRUCTIONAL MINUTES SCHEDULE

Department and/or Persons Concerned: Principals and Area Superintendents

Due Date: May 2, 2011 (for both traditional and year-round schools)

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 (see attachment sent separately to your site) and return by e-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.

Schools with secondary schedules must submit schedule information (period configurations, number of terms, and number of cycles) on the Zangle Master Scheduling web site by May 2, 2011 (for both traditional and year-round schools). This allows IT to make necessary track changes that will allow sites to build their master schedules in a timely manner.

The 2010-11 Annual Instructional Minutes schedule is a separate attachment and reflects your school's 2010-11 bell schedule. After the instructional minutes are revised to reflect any changes for the 2011-12 school year, please return the schedule as indicated in the signature instructions.

The items listed below must be received in Pupil Accounting no later than May 2nd:

- 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 six to eight 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. This document can be sent either electronically or through school mail.
 - h. If you are requesting or initiating any start or end time changes, you must contact Richard Staley at the Transportation Services Department with your request prior to submitting your Annual Instructional Minutes Schedule. **Transportation must agree in writing to provide service for any adjusted time schedule.**
 - i. Please review and revise your schedule and e-mail to Pupil Accounting as indicated in the signature instructions.
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 type their name and the date, then e-mail the document to Pupil Accounting.
 - c. If further changes are necessary, please e-mail the changes to Pupil Accounting for processing.
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**—The 2011-12 Zangle database is now available. When 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**— The State passed a specific Bill, ABX4 2 (Chapter 2/2009), which provided for a reduction of the required Instructional Minutes based upon a shortened school year beginning with the 2010-11 school year. The Instructional Minutes requirements below are based on the 175 day school year. This Bill is only effective up through the school year 2012-2013, after which the Instructional Minutes requirements return to the original minutes required.

GRADE	REQUIRED MINUTES
Kindergarten	35,000
Gr.1-3	49,000
Gr.4-6	52,500
Gr.7-12	63,000
K-8 sites	61,090

Administrative Procedure 4026 says in part: “Regular instructional day for students in Grades 6-12 shall be determined by the Board of Education and shall not be less than 63,000 minutes/year including passing time, excluding lunch. Regular instructional day for students in Grades 6-8 in a school with a Grades K-8 configuration, however, shall not be less than the 61,090 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 additional information, refer to the 2011-12 New Year Initialization Handbook. Navigation for the handbook is as follows:

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

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

If it becomes necessary to change your 2011-2012 bell schedule after sending it to Pupil Accounting, the principal/designee must contact Pupil Accounting to initiate the change process, and only with the approval of the Area Superintendents, Food Services, Transportation, and Pupil Accounting. Once the new school year begins, Zangle bell schedules will be locked.

Please refer Elementary school questions to Kate Formanek at (619) 725-7579, Secondary school questions to Isela Young at (619) 725-7577 and Charter school questions referred to Mila Usherenko at (619) 725-7578.

Crystal Cavanagh
Manager
Attendance Office

APPROVED:



Darryl LaGace
Chief Information and Technology Officer

CLC:ls

Attachment – 2011-2012 Annual Instructional Minutes Schedule (each site will receive their attachment separately from Pupil Accounting)

Distribution: Lists A, D, E, and F