



Instructional Minutes & Bell Schedules General Guidelines



Business Services

Questions?
Contact Amari Watkins or Gerardo Castillo

OVERVIEW

As a condition of state apportionment, the District must meet statutory requirements pertaining to school year, school days, minimum school day, and annual instructional minutes. The following document summarizes the instructional minutes guidelines that apply to all schools as required in the California Education Code (Education Code) and the Sacramento City Teacher's Association (SCTA) contract.

Please remember that minimum day requirements as defined in Education Code do not result in sufficient required annual instructional minutes. These are simply the minimum number of minutes that must be offered to count the day as an instructional day.

Noncompliance can result in fiscal penalties and loss of the related state apportionment. If you have any questions about the Education Code or SCTA Contract Provisions cited in this document, please contact your Area Assistant Superintendent, Human Resources, or Business Services.

All Grades

Education Code Sections 46200 and 46201 establish the number of annual instructional days and minutes that must be offered in order for the District to receive Average Daily Attendance (ADA) funding as a part of our local control funding formula grant apportionment. This funding requires a school district to offer 180 days of instruction.

For fiscal years 2013-14 and 2014-15, per Education Code Section 46201.2(b), school districts are allowed to reduce the equivalent of up to five days of instruction without penalty, whether or not it reduces the number of school days or instructional minutes. The new required grade level minimum number of minutes is determined by multiplying the previously required minimum number of minutes by 175/180.

All District schools, including District operated charter schools, must offer the following grade level minimum number of annual instructional minutes to maintain compliance with Education Code requirements and avoid penalties:

Grade	Annual Minutes	FY 2013-14 and 2014-15
Kindergarten	36,000	35,000
Grades 1 – 3	50,400	49,000
Grades 4 – 8	54,000	52,500
Grades 9 – 12	64,800	63,000

Kindergarten (K)

Education Code Sections 46111 and 46117 – The maximum Kindergarten school day is 240 minutes (4 hours) excluding recesses, and the minimum Kindergarten school day is 180 minutes (3 hours) including recesses. Kindergarten is the only grade level that has a maximum school day and may count recess as part of the instructional day.

SCTA Contract Article 5.7.1.3 – The maximum Kindergarten instructional day is 200 minutes (excluding lunch/snack breaks).

Primary (1-3)

Education Code Section 46112 – The minimum school day for grades 1 – 3 is 230 minutes.

Education Code Section 46114 – Allows the use of ten day averaging in determining if a school meets the minimum day requirements.

SCTA Contract sets the maximum primary day according to the schedule used by the site:

- Article 5.7.4.2 establishes the Sutterville maximum instructional day at 285 minutes
- Article 5.7.1 establishes the Early/Late maximum instructional day at 328 minutes including 60 minute early and late sessions

Intermediate (4-6)

Education Code Section 46113 – The minimum school day for grades 4 – 8 is 240 minutes.

Education Code Section 46114 – Allows the use of ten day averaging in determining if a school meets the minimum day requirements.

SCTA Contract sets the maximum intermediate day according to the schedule used by the site:

- Article 5.7.4.3 establishes the Sutterville maximum instructional day at 305 minutes
- Article 5.7.1.2 establishes the Early/Late maximum instructional day at 338 minutes including 45 minute early and late sessions

Middle (7-8)

Education Code Section 46113 – The minimum school day for grades 4 – 8 is 240 minutes.

Education Code Section 46114 – Allows the use of ten day averaging in determining if a school meets the minimum day requirements.

SCTA Contract Article 5.7.2.2 sets the maximum middle school teachers' day at 301 minutes including prep period(s), but excluding student passing time, teacher relief breaks, and lunch periods. The minimum instructional time for students shall be 330 minutes (which includes passing time). While Article 5.7.2.2 states that the maximum passing time for middle school is 7 minutes, only 5 minutes of passing time can be included in instructional minute determinations.

High School (9-12)

Education Code Section 46141 – The minimum school day for high school is 240 minutes.

Education Code Section 46142 - Allows the use of two day averaging in determining if a school meets the minimum day requirements. The average instructional minutes provided, in any and all 2-instructional-day combinations, to every grade level throughout the school year must equal or exceed 240 minutes. This can pose challenges when scheduling the California High School Exit Exam (CAHSEE).

Education Code Section 46145 –12th grade students must be enrolled in at least five courses each semester or the equivalent number of courses per quarter.

SCTA Contract Article 5.7.2.1 sets the maximum regularly scheduled high school teachers' day at 275 minutes exclusive of lunch, passing time, relief breaks, and prep time. However, since the District is subject to longer instructional day and year requirements, the contract requires a 279 minute teacher's day.

Note to All Users

Multiple SCTA contract provisions cover Secondary grades (7-12) and K – 8 schools. Questions regarding these provisions should be addressed to your Area Assistant Superintendent or Human Resources.

The following sections discuss contract specific schedules for primary and intermediate grades and provide instructions on how to calculate the annual minimum number of instructional minutes offered for all grade levels.

The examples and citations provided are NOT revised for the temporary reduction in annual minute requirements for fiscal years 2013-14 and 2014-15, nor for the respective reduction in annual number of instructional days, regular days, and shortened days currently offered by the District. Please refer to the District calendar for each respective year for the contractually required number of days.

Please note that compliance is determined by grade level district-wide. Schools must meet the minimum requirements for all grade levels offered. If a school is found noncompliant with the Education Code requirements for a certain grade level, the District risks penalties of lost state funding for the entire grade level district-wide.

SUTTERVILLE SCHEDULE (GRADES 1 – 6)

This plan was authorized by Letters of Agreement between SCTA and the District dated August 14, 1991 and June 16, 1994. This plan has no early/late schedule, and allows for 166 regular days and 14 shortened days. The annual instructional minutes offered are 50,600 (grades 1 – 3) and 54,004 (grades 4 – 6).

Grade	Minutes per Day	Number of Days	Minimum Minutes Per Ed Code	Minutes Per Contract
Kindergarten	200	180	36,000	36,000
1 – 3 Regular	285	166	50,400	50,600
1 – 3 Shortened	235	14		
4 – 6 Regular	305	166	54,000	54,004
4 – 6 Shortened	241	14		

How to calculate required annual instructional minutes:

Kindergarten

All class time and recess time is included as instructional time. Lunch/meal breaks are NOT included as instructional time.

Instructional time * 180 days = minutes offered (must be at least 36,000)

Primary

Only class time is included as instructional time. Recess, lunch, and other breaks are NOT included as instructional time.

<p>Instructional time for regular days * 166 days + <u>Instructional time for shortened days * 14 days</u> = Annual Instructional Minutes (50,600 minutes)</p>
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Intermediate

Only class time and passing time are included as instructional time. Recess, lunch, and other breaks are NOT included as instructional time.

<p>Instructional time for regular days * 166 days + <u>Instructional time for shortened days * 14 days</u> = Annual Instructional Minutes (54,004 minutes)</p>
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EARLY/LATE SCHEDULE

Education Code Section 46205 – Allows instructional time for schools offering early/late programs to be computed by adding both the early and late sessions to the time offered to all students. This is only allowed if the program was operating in 1983-84.

SCTA Contract Article 5.7.1 – The primary day is 328 minutes exclusive of lunch and recess. The early and late periods are 60 minutes long. Lunch is 40 minutes but may be lengthened or shortened by 5 minutes subject to transportation and local restrictions.

SCTA Contract Article 5.7.1.2 – The intermediate day is 338 minutes exclusive of lunch and recess. The early and late periods are 45 minutes long. Lunch is 40 minutes but may be lengthened or shortened by 5 minutes subject to transportation and local restrictions.

Grade	Minutes per Day	Number of Days	Minimum Minutes Per Ed Code	Minutes Per Contract
Kindergarten	200	180	36,000	36,000
1 – 3 Regular	328	152		
1 – 3 Shortened	230	14	50,400	56,828 *
1 – 3 Early	268	14		
4 – 6 Regular	338	152		
4 – 6 Shortened	245	14	54,000	59,268 *
4 – 6 Early	293	14		

* Early/late schools are allowed to count both early and late sessions for instructional minutes (although only part of the students attend each session).

A school must have operated as an early/late program in 1983-84 (Education Code Section 46205) and operated continuously as an early/late program in each specific grade level since July 1, 1996 to participate in the Class Size Reduction (CSR) program and count minutes from both sessions (which means, if you are not already in an early/late program, you can not start an early/late program and count both sessions as instructional minutes).

How to calculate required annual instructional minutes:

Kindergarten

All class time and recess time is included as instructional time. Lunch/meal breaks are NOT included as instructional time.

Instructional time * 180 days = minutes offered (must be at least 36,000)

Primary – Early/Late

Only class time is included as instructional time. Recess, lunch, and other breaks are NOT included as instructional time. The total minutes for both early and late are included, with the instructional day beginning with the early session start time, and ending with the late session start time.

$$\begin{aligned} & \text{Instructional time for regular days * 152 days} \\ + & \text{Instructional time for shortened days * 14 days} \\ + & \text{Instructional time for early days * 14 days} \\ = & \text{Annual Instructional Minutes (56,828 minutes)} \end{aligned}$$

Intermediate – Early/Late

Only class time is included as instructional time. Recess, lunch, and other breaks are NOT included as instructional time. The total minutes for both early and late are included, with the instructional day beginning with the early session start time, and ending with the late session start time.

$$\begin{aligned} & \text{Instructional time for regular days * 152 days} \\ + & \text{Instructional time for shortened days * 14 days} \\ + & \text{Instructional time for early days * 14 days} \\ = & \text{Annual Instructional Minutes (59,268 minutes)} \end{aligned}$$

SECONDARY GRADES (7 – 12)

Grade	Minutes per Day	Number of Days	Minimum Minutes Per Ed Code	Minimum Minutes Per Contract
7 – 8 Regular	326	174	54,000	58,164
7 – 8 Shortened	240	6		
9 – 12 Regular	369	168	64,800	64,872
9 – 12 Shortened	240	12		

How to calculate required annual instructional minutes:

Middle School

Class time and appropriate passing time between the same types of classes are included as instructional time. Because it is the passing time between classes, there will be one less passing time than there are period classes. Recess, lunch, and other breaks are NOT included as instructional time.

$$\begin{aligned} & (\text{Sum of all period class times} + \text{Appropriate passing time}) * 174 \text{ days} \\ & + (\text{Sum of all shortened day period class times} + \text{Appropriate passing time}) * 6 \text{ days} \\ & = \text{Annual Instructional Minutes (at least 58,164 minutes)} \end{aligned}$$

High School

Class time and appropriate passing time (which has been determined to be 7 minutes) between the same types of classes is included as instructional time. Because it is the passing time between classes, there will be one less passing time than there are period classes. Recess, lunch, and other breaks are NOT included as instructional time.

$$\begin{aligned} & (\text{Sum of all period class times} + \text{Appropriate passing time}) * 168 \text{ days} \\ & + (\text{Sum of all shortened day period class times} + \text{Appropriate passing time}) * 12 \text{ days} \\ & = \text{Annual Instructional Minutes (64,872 minutes)} \end{aligned}$$

PASSING TIME (SECONDARY GRADES ONLY)

Passing time is not specifically addressed in Education Code, but the Attendance Accounting Manual, published by the California Department of Education (CDE), allows a limited amount of passing time to be counted as part of the instructional minutes. Actual passing time between classes of like programs is allowed, not to exceed 10 minutes. Time allowed for restroom breaks, snack breaks, going to lockers, or other breaks may NOT be counted as passing time. Time to go to lunch or to go to other types of instructional programs (such as work experience or Adult Education classes) may NOT be counted as passing time.

To ensure that passing time may be counted toward instructional time, the following rules must be followed:

- **Actual and necessary time provided for passing between different classes and/or instructors.**
- **Passing time to or from lunch (not to and from) may be included as long as the time is distinct from the actual lunch period. In other words, all secondary bell schedules need to reflect a passing period to or from lunch.**
- **Consistent in duration between all periods, for all schedule variations, and between all school years. If passing time varies in length, the shortest passing period will be used to determine instructional minute calculations. This includes changes between school years. Once a minimum is established, it cannot be increased for purposes of calculating minimum minutes offered.**

CONTINUATION HIGH SCHOOL

Continuation high schools must provide a minimum day of at least 180 minutes (15 hours weekly). Education Code Section 46170 states that anything less is not considered a full day of attendance. Continuation high school is the only educational program that allows backfilling unexcused absences with additional attendance hours earned in subsequent weeks. Excess hours may be carried back, but cannot be carried forward.

Hourly attendance is required. If classes exceed 60 minutes, separate attendance must be taken and recorded for the time in excess of 60 minutes (Title 5, Section 406 of the California Code of Regulations). Because of this requirement, it is easiest to schedule classes of 60 minutes (or less), to avoid taking attendance more than once in a class.

As noted above, passing time is not specifically addressed in Education Code, but the Attendance Accounting Manual, published by the California Department of Education (CDE) allows a limited amount of passing time to be counted as part of the instructional minutes. Actual passing time between classes of like programs is allowed, not to exceed 10 minutes. Time allowed for restroom breaks, snack breaks, going to lockers, or other breaks may NOT be counted as passing time. Time to go to lunch or to go to other types of instructional programs (such as work experience or Adult Education classes) may NOT be counted as passing time. Generally, this would allow 2 to 3 minutes of passing time at these schools.