



# Instructional Minutes & Bell Schedules General Guidelines



## **Internal Audit**

Questions?  
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## **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 Teachers 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.

The daily instructional minutes must be in compliance with the SCTA Contract. Excess Contract minutes can have a fiscal impact to your school with a liability to compensate staff for minutes worked in excess of Contract.

The instructional minutes template is a tool to use in the development of your school's bell schedule. Please remember to submit your completed template along with your bell schedule to Internal Audit for approval before implementation.

If you have any questions about the Education Code or SCTA Contract, please contact your Area Assistant Superintendent, Human Resources, or Internal Audit.

### **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.

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:

<b>Grade</b>	<b>Annual Minutes</b>
Kindergarten	36,000
Grades 1 – 3	50,400
Grades 4 – 8	54,000
Grades 9 – 12	64,800

### **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, if teacher supervision occurs. The absolute minimum school day is permissible if the minutes in the school day can be averaged with adjacent days up to the full minimum day number of minutes required for Kindergarten. This calculation is used to ensure compliance for the Kindergarten collaborative days.

SCTA Contract Article 5.7.1.3 – The maximum Kindergarten instructional day is 200 minutes (excluding lunch/snack breaks). Collaborative time establishes the maximum day at 212 minutes for PM Kindergarten classrooms.

Education Code Section 8973 allows schools to offer the Extended Day Kindergarten (EDK) program as long as the EDK program does not exceed the length of the Primary school day. SCTA Contract Article 5.7.1.3 (b), the “Option B” plan, allows for the extension of the Kindergarten teachers’ instructional day to 255 minutes, or 30 minutes less than the Primary teachers’ instructional minutes when offering the EDK program. EDK can vary between 201 minutes or 30 minutes less than the Primary teachers’ instructional day.

Before developing the EDK program at a school site, all full-time SCTA members at the school shall vote to elect “Option B” and secure at least 80% of positive votes. Once passed, elections shall be held every three years to continue. If elections are not held, or at least 80% of the votes are passed, that site will revert back to the regular Kindergarten instructional day, not to exceed 200 instructional minutes per day.

School sites offering the Transitional (Early) Kindergarten (TK) program are required to provide instructional minutes of equal length to any Kindergarten program operated in the district. If TK instructional minutes are a different length than the Kindergarten program then a waiver must be submitted to the State Board of Education.

### **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:

- Collaborative time establishes the maximum instructional day at 297 minutes.

### **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:

- Collaborative time establishes the maximum instructional day at 317 minutes.

## **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 sets the maximum regularly scheduled Middle School day according to the schedule used by the site:

- Collaborative time establishes the maximum instructional day at 339 minutes, including prep period and student passing time, but excluding teacher relief breaks and lunch periods. While Article 5.7.2.2 states that the maximum passing time for Middle School is seven minutes, only five minutes of passing time can be included in instructional minute determinations.

## **High School (9-12)**

Education Code Section 46141 – The minimum school day for grades 9-12 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 Assessment of Student Performance and Progress (CAASPP).

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 sets the maximum regularly scheduled High School day according to the schedule used by the site:

- Collaborative time establishes the maximum instructional day at 381 minutes, including prep period and student passing time, but excluding teacher relief breaks and lunch periods. The maximum passing time for High School is seven minutes and five minutes for the High Schools with smaller campuses.

## **Note to All Users**

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

**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 K–6)**

The collaborative time established in the 2016-17 school year provides for one hour collaborative time each week by extending the regular instructional day by 12 minutes per day. For schools offering only AM Kindergarten classes, the collaborative time schedule is not followed and regular minutes should be offered at 200 minutes a day.

Grade	Minutes per Day	Number of Days	Minimum Minutes Per Ed Code	Minutes Per Contract
AM Kindergarten	200	180	36,000	36,000
PM Kindergarten Regular	212	131		
PM Kindergarten Collaborative	152	35	36,000	36,000
PM Kindergarten Shortened	212	14		
1–3 Regular	297	131		
1–3 Collaborative	237	35	50,400	50,492
1–3 Shortened	235	14		
4–6 Regular	317	131		
4–6 Collaborative	257	35	54,000	54,008
4–6 Shortened	249	14		

**How to calculate required annual instructional minutes:**

**Kindergarten**

All class time and recess time is included as instructional time, if teacher supervision occurs. Lunch/meal breaks are NOT included as instructional time.

$$\text{Instructional time} * 180 \text{ days} = \text{minutes offered (must be at least 36,000)}$$

**Primary**

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

Instructional time for regular days * 131 days + Instructional time for collaborative days * 35 days + <u>Instructional time for shortened days * 14 days</u> = Annual Instructional Minutes (50,492 minutes)
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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.

$$\begin{aligned} & \text{Instructional time for regular days} * 131 \text{ days} \\ + & \text{Instructional time for collaborative days} * 35 \text{ days} \\ + & \text{Instructional time for shortened days} * 14 \text{ days} \\ = & \text{Annual Instructional Minutes (54,008 minutes)} \end{aligned}$$

## SECONDARY GRADES (7-12)

The collaborative time established in the 2016-17 school year provides for one hour collaborative time each week by extending the regular instructional day by 12 minutes per day.

Grade	Minutes per Day	Number of Days	Minimum Minutes Per Ed Code	Minimum Minutes Per Contract
7-8 Regular	339	137		
7-8 Collaborative	279	37	54,000	58,206
7-8 Shortened	240	6		
9-12 Regular	381	132		
9-12 Collaborative	321	36	64,800	64,806
9-12 Shortened	246	6		
9-12 Finals	247	6		

### How to calculate required annual instructional minutes:

#### Middle School

Class time and the appropriate passing time (which has been determined to be five minutes) 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.

$$\begin{aligned} & \text{Instructional time for regular days (including passing time)} * 137 \text{ days} \\ + & \text{Instructional time for collaborative days (including passing time)} * 37 \text{ days} \\ + & \text{Instructional time for shortened days (including passing time)} * 6 \text{ days} \\ = & \text{Annual Instructional Minutes (at least 58,206 minutes)} \end{aligned}$$

## High School

Class time and the appropriate passing time (which has been determined to be seven minutes) between the same types of classes are included as instructional time. Smaller campus high schools have five minute passing periods. 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.

$$\begin{aligned} & \text{Instructional time for regular period days (including passing time) * 132 days} \\ & + \text{Instructional time for collaborative days (including passing time) * 36 days} \\ & + \text{Instructional time for shortened days (Including passing time) * 6 days} \\ & + \text{Instructional time for finals days (including passing time) * 6 days} \\ & = \text{Annual Instructional Minutes (64,806 minutes)} \end{aligned}$$

## 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. Per contract, the maximum passing minutes are less than 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 (American Legion)**

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.

## **COMMUNITY DAY SCHOOL (Success Academy)**

Community Day School must provide a minimum day of at least 360 minutes. Education Code Section 48663(a) states that the 360 minute minimum school day applies to every school day. There is no option for a shorter day. Breaks, recess and lunch are not included in the instructional minutes.

Independent study may not be utilized in the Community Day program. Community Day School attendance must be maintained and reported in clock hours (Education Code 48663 and 48664).