

ADMINISTRATIVE CIRCULAR NO. 91

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 5, 2023
To: All School Principals
Subject: 2023-24 ANNUAL INSTRUCTIONAL MINUTES

**Department and/or
Persons Concerned:** Principals and Area Superintendents

Due Date: February 1, 2023

Reference: [Administrative Procedure 4022](#): Length of K-6 School Day [Administrative Procedure 4026](#): Length of 7-12 School Day

Action Requested: Review, Revise (if necessary) Site’s 2023-24 Bell Schedules and Calendar

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.

1. **Instructional Minutes Requirements** - The instructional minutes requirements below are based on a 180-day school year as approved by the Board:

Grade	Required Minutes
UTK/Kindergarten	36,000
Grades 1-3	50,400
Grades 4-6	54,000
Grades 7-12	64,800
K-8 Sites	62,835

[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 64,800 minutes per 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 62,835 minutes per year including passing time excluding lunch, required by the Education Code.”

Please ensure that all schedules include a thirty-minute duty-free lunch period for full-time classroom teachers 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 equal.

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Bell schedules must fit within report and end times for educators. Report and end times for full-time classroom teachers must adhere to the provisions of the San Diego Education Association/San Diego Unified School District Collective Bargaining Agreement which stipulates a minimum of six hours and thirty-five minutes on-campus duty time, plus the minimum thirty-minute duty-free lunch. The contract also requires that changes to the site's start time (that do not result in additional expense to the District) must be approved by the site Governance Team and submitted to the Transportation Department and your Area Superintendent for approval prior to February 1. Please contact Labor Relations, 619-725-8060, if you have any questions about start time adjustments, and report and end times at your site.

2. **Annual Instructional Minutes Schedule Update** – Pupil Accounting will use the school site bell schedule(s) and calendar in PowerSchool to verify compliance with the instructional minutes required by the state.

School sites are requested to do the following:

- a. Review the school's bell schedule and calendar for changes.
- b. Enter the 2023-24 bell schedule(s) and calendar in PowerSchool no later than **March 3, 2023**.
 - i. All days that have a different bell schedule must be accurately reflected in PowerSchool, including minimum days, modified days, final days, A or B day schedules, 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.
 - ii. Minimum and Modified days may be Late-In (beginning the school day later) or a traditional Early-Out (ending the school day early).
 - iii. Please work with the Transportation department on scheduling Late-Ins and Early-Out days.
 - iv. Testing Days may be scheduled for any day of the week allowing any school bus arrival not to exceed six (6) total, usually scheduled in groups of three (3) near the end of a semester.
 - v. Schools may optionally enter Lunch period(s) in the bell schedule. Please contact Pupil Accounting to discuss using a Lunch period in your bell schedule.
 - vi. Lunch on Minimum Days: Lunch must take place prior to the end of the school day for 30 minutes prior to dismissal. It is suggested that lunch is not scheduled at the end of the academic school day.
 - vii. Recess at Elementary Sites: It is suggested that recess takes place prior to lunch, when possible.
 - viii. As in the past, if school sites need to add or delete a period or cycle day in the bell schedule they may call the IT Help Desk for assistance, 619-209-HELP(4357).

Bell Schedules and calendars must be entered in PowerSchool no later than March 3, 2023.

Schools will no longer be able to make changes to their bell schedule in PowerSchool after September 05, 2023.

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Send a copy of your 2023-24 Bell Schedule to Pupil Accounting **no later than February 1, 2023. This schedule must match the following:**

- a. The bell schedule and calendar entered in PowerSchool;
 - b. Schedule that will be posted in all classrooms;
 - c. Schedule that will be included in the staff handbook;
 - d. Schedule that will be distributed to parents.
3. **Minimum Day Request Form** - School sites must follow the guidelines for scheduling minimum days and complete the form attached to [Administrative Circular 92](#) for secondary or [Administrative Circular 54](#) for elementary schools to document minimum days.
- a. List all minimum days requested for the upcoming school year on this form.
 - b. Send copies of the minimum day request form to the departments/individuals indicated on the form **no later than February 1, 2023.**
 - c. Complete the PowerSchool Bell Schedule - Instructional Minutes Change Application available to download from the Pupil Accounting Staff Portal.
 - d. Send form via email to Pupil Accounting and Transportation. Elementary – Kate Formanek kformanek@sandi.net; Secondary - Isela Young iyoung@sandi.net; Transportation transplanning@sandi.net
 - e. If approved, Pupil Accounting will inform the site, Area Superintendent and Food Services.
4. **Changes to Bell Schedule after Lock Down Date-September 5, 2023** - If school sites must make a change to the bell schedule after the lock down date:
- a. Complete the PowerSchool Bell Schedule - Instructional Minutes Change Application available to download from the Pupil Accounting Staff Portal.
 - b. Send form via e-mail to Pupil Accounting and Transportation. Elementary – Kate Formanek kformanek@sandi.net; Secondary & K-8- Isela Young iyoung@sandi.net; Transportation transplanning@sandi.net.
 - c. If approved, Pupil Accounting will inform the site, Area Superintendent, and Food Services.

Pupil Accounting will help with any questions or concerns. Please refer Elementary School questions to Kate Formanek at (619) 725-7579, Secondary School questions to Isela Young at (619) 725-7577.

APPROVED:



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Instructional Support Officer-Secondary