



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2021-22

**NUMBER:** REF-068500.2

**ROUTING:**  
 LD Superintendents  
 LD Administrators of Instruction  
 LD Administrators of Operations  
 LD Community of Schools Administrators  
 LD Instructional Directors  
 School Administrators  
 School Administrative Assistants  
 Central Office Administrators and Staff

**ISSUER:** Tony Atienza, Director  
 Budget Services & Financial Planning

Alison Yoshimoto-Towery, Chief Academic Officer  
 Division of Instruction

**DATE:** May 24, 2021

**DUE DATES:** Important Dates

Date	Applicable To	Action Required
June 11, 2021	Continuation School Principals	Submit proposed bell schedules (see page 7 for details)
June 18, 2021	All K-12 School Principals	Certify online bell schedules
July 9, 2021	LD Instructional Directors or Community of Schools Administrators	Approve online bell schedules

**PURPOSE:** The purpose of this Reference Guide is:

- 1) to inform school administrators of the daily and annual instructional minutes requirements as stated in Education Code sections 46201, 46202, 46170, 46180, and 48663 and District policy,
- 2) to require schools to enter and certify their bell schedules online on or before the due date,
- 3) to require schools to provide their Back-to-School and Open House dates,
- 4) to require the review and approval of the schools’ online bell schedules by Local District Community of Schools Administrators, Instructional Directors or designees, and
- 5) to enable the District to determine compliance with the instructional minutes requirements.



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## **MAJOR CHANGES:**

This Reference Guide replaces REF-068500.1 of the same subject, dated March 2, 2020. Deadlines for the 2021-22 bell schedules are as follows:  
**school certification – June 18, 2021; LD approval – July 9, 2021.**

Waiver process has been streamlined for those schools with approved waivers for the 2020-21 school year.

User Guide and other bell schedule-related documents may be accessed through the following link: <https://achieve.lausd.net/Page/17620>.

## **INSTRUCTIONS: I. BACKGROUND**

Education Code sections 46201 and 46202 state the annual instructional minutes requirements for comprehensive schools; while sections 46170, 46180, and 48663 provide for the daily instructional requirements for Continuation, Opportunity, and Community Day Schools.

In order for the District to verify compliance with these requirements, it is necessary that bell schedules be entered, certified, and approved in the online bell schedule system. Non-compliance with the instructional minutes requirements may result in the State's imposition of a penalty on the District. The penalty is based not only on the school that is not in compliance but on the District's "grouped" grade levels, i.e., grades K-3, 4-6, 7-8, or 9-12. For example, if a middle school with grades 7 and 8 offered insufficient instructional minutes, the District's penalty will be based on the District's total grades 7-8 Average Daily Attendance (ADA). The penalty for non-compliance could be a significant amount that may impact the District's finances.

In addition to the above, non-compliance may result in conflicts with bargaining unit contracts.

## **II. DEFINITION OF INSTRUCTIONAL TIME**

### **A. Actual Classroom Instruction**

Actual classroom instruction is any regularly scheduled classroom activity offered under the direct supervision of a properly credentialed teacher employed by the District for the number of minutes established by the District. Classroom time in optional class periods (e.g., Period 0 or Period 7 in a regular 6-period schedule) is not included when determining instructional time offering.



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### B. Homeroom

For secondary schools, homeroom may be considered an instructional activity and counted as instructional time if the activity is under the immediate supervision of a properly credentialed teacher, and students are regularly assigned with their attendance recorded and reported as part of the daily program schedule.

### C. Nutrition and Lunch

Nutrition and lunch periods are not considered instructional activities. Lunch time activities in classrooms are not counted as instructional time.

### D. Passing Time and Paid Activities

Passing time is that portion of the time between class periods in the same educational program in the same school day that is actual and necessary for students, as a group, to pass from the locations of their immediately preceding class sessions, to the locations of their immediately following class sessions. Only one passing time is authorized as instructional time for the periods before and after the lunch and nutrition breaks (usually the passing time following the break). However, the passing time must be distinct from the actual lunch and nutrition breaks, and students must return to an instructional activity after the passing time. In addition, the passing time following the break must be the same duration as the normal passing time.

Passing time must not exceed 10 minutes between classes and must be equal between all classes for each day of the week. Passing time from one school/program to another is not considered as instructional time.

Paid activities (such as dances, etc.), are not counted as instructional time and should be held after school hours.

## III. INSTRUCTIONAL MINUTES REQUIRED

### Annual Instructional Minutes Required

This school year, all District schools will offer 180 instructional days. The table below indicates the minimum annual instructional minutes that will be offered at comprehensive schools. Span schools will offer instructional minutes according to their specific grade spans.



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Minimum Annual Instructional Minutes Required	
Elementary Schools (grades K-6)	55,100
Middle Schools with Approved Common Planning Time (grades 6-8)	62,160
Middle Schools with No Common Planning Time (grades 6-8)	65,300
High Schools (grades 9-12)	65,300

Options Schools: The California Department of Education does not require Continuation schools, Opportunity schools, and Community Day Schools to meet minimum annual instructional minutes. However, these Options schools must meet the minimum daily instructional minutes according to District policy.

Daily Instructional Minutes Required

The table below reflects the daily instructional minutes requirements for each type of day, as specified in BUL-6144.1, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days*, dated July 27, 2017. Adherence to these daily minutes requirements, as well as to the prescribed number of days, will help ensure compliance with the minimum annual minutes requirement.

Daily Instructional Minutes – Comprehensive Schools			
Type of School Day	Elementary	Middle	High
Regular Day	319	377	377
Common Planning Time Day	N/A	317	N/A
Shortened Day	284	312	312
Professional Development Day	259	287	287
Minimum Day	249	247	247

***Regardless of the total annual instructional minutes, a comprehensive school may not offer an instructional day with total daily instructional minutes that are less than the Minimum Day’s requirement.***



The different types of day do not apply to Options schools. These schools must offer at least the minimum daily instructional minutes indicated below each and every school day.

Type of School	Minimum Daily Instructional Minutes Required
Continuation or Opportunity School	250
Community Day School	360

**IV. TYPES OF DAY**

**A. Minimum and Shortened Days**

According to BUL-6144.1, all comprehensive schools are allowed to take up to a maximum of 10 minimum days with no shortened days, or 20 shortened days with no minimum days, or any combination of minimum and shortened days as shown in the table below.

In addition, schools are to use the online bell schedule system to request the specific days to be taken as Minimum and Shortened Days. To help ensure accurate annual instructional minutes, the online bell schedule should reflect the total number of minimum and shortened days the school plans to have for the school year.

20 shortened days and 0 minimum day
18 shortened days and 1 minimum day
16 shortened days and 2 minimum days
14 shortened days and 3 minimum days
12 shortened days and 4 minimum days
10 shortened days and 5 minimum days
8 shortened days and 6 minimum days
6 shortened days and 7 minimum days
4 shortened days and 8 minimum days
2 shortened days and 9 minimum days
0 shortened day and 10 minimum days



**B. Professional Development (PD) Days**

	No. of PD Days	Dates Available In
Elementary schools	26	MEM-6015.9
Secondary schools	14	MEM-5788.12

The number of District-allocated PD days are displayed above. Each school year, the specific PD dates are set by the Division of Instruction and published in the memorandums on School-Site Professional Development Priorities and Banked Time Tuesdays (see memorandum numbers above).

Schools must adhere to the established PD dates unless they have applied and been approved for a waiver to increase or decrease their number of PD days (see MEM-6680.5, *School Waivers for Alternative Configurations*, dated May 24, 2021 for details) or they have requested and been approved for alternate PD dates (requires the submission of Attachment D of the above memorandums). Schools must submit their printed, certified 2021-22 online bell schedule with their waiver request.

**Note:** Elementary and Secondary schools that previously submitted 2020-2021 Banked-Time Waivers approved by the Local District may increase the number of Banked-Time meetings for the 2021-2022 school year up to thirty-seven (37) Tuesdays with the approval of the Local School Leadership Council (LSLC) or Governance Council. The school’s online bell schedule must be fully approved before any such increase may be implemented.

**C. Common Planning Time (CPT) Days**

According to BUL-6144.1, CPT days are held on Thursdays, with 317 instructional minutes per CPT day. Deviation from this policy requires submission of a waiver request with the certified online bell schedule (see MEM-6680.5 for submission details).

**Note:** Middle Schools that previously submitted 2020-2021 Common Planning Time (CPT) waivers approved by the Local District may elect to utilize available Tuesdays not scheduled for Banked-Time Professional for CPT in lieu of Thursday CTP with the approval of the school’s Local School Leadership Council (LSLC) or Governance Council. The school’s online bell schedule must be fully approved before any such change may be implemented.



**V. ONLINE BELL SCHEDULE**

The 2021-22 online bell schedule system will be available to school and central office staff beginning Wednesday, May 19, 2021.

In order for the District to verify compliance with the instructional minutes requirements, each school must enter and certify all bell schedules online. Continuing in the 2021-22 school year, schools will use the online bell schedule system to enter and certify their bell schedules, as well as obtain approval for their planned minimum and shortened days for the year, and for their Back-to-School and Open House dates. Step-by-step instructions for this system are available in the User Guide (click on this link to access: <https://achieve.lausd.net/Page/17620>)

**Online bell schedules must be aligned with the meeting patterns in MiSiS and with the actual bell schedules implemented at the school.**

**SPECIAL NOTES FOR CONTINUATION SCHOOLS**

Due to the unique attendance reporting requirements for continuation schools, Principal must:

1. Design the instructional program where class periods have consistent instructional minutes each day of the week. In the example below, Schedule A is acceptable because the Monday schedule is the same as the rest of the week. Schedule B is not acceptable because the class period minutes are not consistent each day of the week.

	Schedule A			Schedule B	
	Monday	Tue - Fri		Mon - Tue	Wed – Fri
Period 1	60	60		60	50
Period 2	45	45		45	50
Period 3	45	45		45	50
Period 4	45	45		45	50
Period 5	45	45		45	50
Homeroom	10	10		10	0
Total Mins.	250	250		250	250

2. If planned schedules deviate from rule 1 above, provide the planned schedules to Nancy Chavez ([nchavez2@lausd.net](mailto:nchavez2@lausd.net), Division of Instruction) by Friday, June 11, 2021. The schedules will need to be reviewed for possible resolution, then approved by the Division of Instruction before principal may certify their online bell schedule.



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3. The State requires that continuation school attendance be reported in clock hours. Therefore, a class period that exceeds 60 minutes will have 2 attendance reporting periods in MiSiS. For example: Period 1 is scheduled for 75 minutes. In MiSiS, Period 1 teachers will report attendance for the first 60 minutes and the last 15 minutes of class.
4. The online bell schedule must be certified no later than the certification due date to allow MiSiS time to configure the teachers' attendance reporting screens based on instructional minutes assigned per class period.
5. Since continuation schools' Average Daily Attendance (ADA) is based on the minutes assigned to each of the class periods, school may not change its bell schedule after the MiSiS system has been configured for the class period minutes. **The certified schedule must be followed for the entire school year.**

### VI. SCHOOL CERTIFICATION DUE DATE

The due date for schools to certify their bell schedules is **Friday, June 18, 2021**. Schools should start working on their Shared Decision Making process early in order to finalize their 2021-22 bell schedules by the certification due date.

### VII. RESPONSIBILITY FOR COMPLIANCE AND CERTIFICATION

The school principal is responsible for ensuring that the bell schedules presented on the online bell schedule are the actual schedules for the 2021-22 school year. The school principal should also ensure that the daily and annual instructional minutes offered comply with the requirements and that the bell schedules are entered and certified online by the due date.

In any case where the instructional minutes might fall below the requirements, call the Attendance and Enrollment Section immediately for assistance and resolution. Any change in one or more of the schedules at any point in time during the 2021-22 school year should be communicated to Attendance and Enrollment Section before implementation to ensure compliance with the requirements.

### VIII. LOCAL DISTRICT (LD) MONITORING AND APPROVAL

Schools' bell schedules are subject to review and approval by LD Community of Schools Administrators (COSAs), Instructional Directors or their designees. The due date to complete the review and approval of school-certified bell schedules is **Friday, July 9, 2021**.





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LD COSA, Instructional Directors or designees have access to their schools' certified online bell schedules and are able to monitor the progress of their schools' certifications through the online bell schedule system. LD COSAs or Instructional Directors should ensure that their schools certify their bell schedules by the due date.

Changes in an LD COSA's or Instructional Director's school assignments should be communicated to Jonathan Lesser (jonathan.lesser@lausd.net) of the Office of the Chief of Schools. This communication must include the following:

- school name
- 4-digit location code
- COSA's name (and/or director's name, if applicable)
- COSA's employee ID (and/or director's employee ID, if applicable)

Any magnet center or dual language center associated with a school should be listed separately with its own location code. If submitting a comprehensive list of schools, indicate the specific school(s) to be updated.

LD Administrative Assistant should notify Jonathan Lesser of changes in a timely manner to avoid unnecessary delays in the LD COSA's or Instructional Director's access to his/her schools' bell schedules.

### **RELATED RESOURCES:**

BUL-6144.1, School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days, July 27, 2017

MEM-5788.12, School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2021-2022), May 24, 2021

MEM-6015.9, School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2021-2022), May 24, 2021

MEM-6680.5, School Waivers for Alternative Configurations, May 24, 2021

### **ASSISTANCE:**

For assistance or further information, contact the Attendance and Enrollment Section at [AttendanceEnrollmentSection@lausd.net](mailto:AttendanceEnrollmentSection@lausd.net).