



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Instructional Minutes Requirements and Certification of Bell Schedules for Options Schools (Continuation, Opportunity, and Community Day Schools) – School Year 2018-19

ROUTING:
LD Superintendents
LD Administrators of Instruction
LD Administrators of Operations
LD Instructional Directors
Options School Administrators
Office Managers
Central Office Administrators and Staff

NUMBER: REF-1467.16

ISSUER: Cheryl Simpson, Director
Budget Services & Financial Planning Division

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Division of Instruction

DATE: March 9, 2018

PURPOSE: The purpose of this Reference Guide is:
1) to inform school administrators of the daily instructional minutes requirements as stated in Education Code sections 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 the review and approval of the schools’ online bell schedules by Local District Instructional Directors or designees, and
4) to enable the District to determine compliance with the instructional minutes requirements.

MAJOR CHANGES: This Reference Guide replaces REF-1467.15, of the same subject, issued on May 22, 2017. It provides the due dates for schools’ certification and Instructional Directors’ approval of the 2018-19 bell schedules. Special guidelines for continuation schools have been added to section IV of this document. User Guide and other bell schedule-related documents may be accessed through the following link: <http://achieve.lausd.net/Page/12894>.

INSTRUCTIONS: I. BACKGROUND

Education Code sections 46170, 46180, and 48663 state the daily instructional minutes 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 online. Non-compliance with the instructional minutes requirements may result in the State’s imposition of a penalty on the District. The penalty for



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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. Only that time during which courses are required for all students is counted when determining instructional time.

B. Homeroom

Homeroom may be considered 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 activity. Lunch time activities in classrooms are not counted as instructional time.

D. Passing Time

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.

III. INSTRUCTIONAL MINUTES REQUIRED

The State does not require Continuation schools, Opportunity schools, and Community Day Schools to meet minimum annual instructional minutes. However, these Options schools must meet minimum daily instructional minutes.

As indicated 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, Options schools do not have early release days. Their Regular Day schedule must meet the daily instructional minutes displayed in the table below.

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

IV. ONLINE BELL SCHEDULE

In order for the District to verify compliance with the instructional minutes requirement, all bell schedules must be entered and certified online.

Continuing in the 2018-19 school year, schools will use the online bell schedule system to enter and certify their bell schedules. Step-by-step instructions for this system are available in the User Guide (click on this link to access: <http://achieve.lausd.net/Page/12894>).

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:



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1. Design the instructional program where class periods have consistent instructional minutes each day of the week. In the example below, Schedule 1 is acceptable because the Monday schedule is the same as the rest of the week. Schedule 2 is not acceptable because the class period minutes are not consistent each day of the week.

	Schedule 1			Schedule 2	
	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 item 1 above, provide planned schedules to Carmen Hermsillo (cxh0164@lausd.net), Division of Instruction, by May 15, 2018. The schedules will need to be reviewed and approved by Division of Instruction before principal may certify the online bell schedule.
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 the class periods, school may not change its schedule after June 25, 2018. **The certified schedule must be followed for the entire school year.**

V. SCHOOL CERTIFICATION DUE DATE

The due date for schools to certify their bell schedule is Monday, June 25, 2018.



VI. RESPONSIBILITY FOR COMPLIANCE AND CERTIFICATION

The school principal is responsible for ensuring that the schedule presented on the online bell schedule is the actual schedule for the 2018-19 school year. The school principal should also ensure that the daily instructional minutes offered comply with the requirements, and that the bell schedule is reviewed and certified online by the due date.

In any case where the instructional minutes are below the requirements, call the Attendance and Enrollment Section for assistance and resolution. Any change in the schedule after certification should be communicated to the Attendance and Enrollment Section before implementation to ensure compliance with requirements.

VII. LOCAL DISTRICT (LD) MONITORING AND APPROVAL

Schools' bell schedules are subject to review and approval by LD Instructional Directors or their designees. The due date to complete the review and approval of school-certified bell schedules is Friday, September 14, 2018.

LD 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 program. LD Instructional Directors should ensure that their schools certify their bell schedules by the due date.

Refer to the Local District' User Guide for step-by-step instructions. This User Guide will be available in Budget Services' website by Monday, March 26, 2018.

RELATED RESOURCES:

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

ASSISTANCE:

For assistance or further information, contact Attendance and Enrollment Section at (213) 241-2115 or (213) 241-2196.