



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**POLICY BULLETIN**

**TITLE:** Request for Approval of Minimum and Shortened Day Schedules

**NUMBER:** BUL-3979.0

**ISSUER:** Ronni Ephraim, Deputy Superintendent Professional Learning, Development, and Leadership

**DATE:** November 5, 2007

**ROUTING**

Local District Superintendents  
 Administrators of Instruction  
 Elementary and Secondary  
 Directors of School Services  
 Administrators  
 Principals  
 UTLA Chapter Chairs

**PURPOSE:** The purpose of this Bulletin is to review the allotment and procedures for requesting approval for a minimum or shortened day schedule, other than those scheduled by the Los Angeles Unified School District. Of particular note are the special arrangements, which must be followed by schools with transported students, whether they are involved in Special Education, Capacity Adjustment or Integration Programs. Please note that the mandated minutes indicated in this bulletin reflect the modifications required to implement the Professional Development Banked-Time Days as negotiated.

**MAJOR CHANGES:** This Bulletin replaces Bulletin 1357.0 issued on October 20, 2004. The content has been revised to reflect updated information.

**POLICY:** By action of the Board of Education, policies have been established for minimum and shortened days. The student instructional minutes have been calculated to meet the annual required instructional minutes mandated in SB 813 and allow for 10 minimum or 20 shortened days (or any combination of the two, not to exceed the total allowed). Year-round schools should tabulate shortened/minimum days individually for each track.

Shortened/minimum days may be scheduled as required for local school program planning, staff development, parent-teacher conferences, curriculum planning, preparation for Back-to-School Night, Open House, or other school-community activities. Principals must keep a record of days used.

Local District Superintendents will have the option to schedule uniform staff development days as part of the authorized allotment.

The remaining shortened/minimum days will be at the discretion of the principal, with prior approval of the respective Local District Superintendent.

**INSTRUCTIONS:** I. MINIMUM DAY

A minimum day session contains the minimum number of minutes required by law, begins earlier than the regular schedule for elementary schools, and includes a recess/nutrition period, which does not count as instructional time for Grade K-12. If a separate lunch service is offered, it is scheduled after the minimum day session.



A.	Single-Track and Four-Track Schools	Instructional Minutes
1.	Elementary schools (Grades K-5 and K-6)	249 minutes
2.	Secondary schools (Grades 6 – 8, 7 – 9, 9 – 12, and 10 – 12)	247 minutes
B.	Three-Track Schools	Instructional Minutes
1.	Elementary schools (Grades K-5 and K-6)	275 minutes
2.	Secondary schools (Grades 6 – 8, 7 – 9, 9 – 12, and 10 – 12)	273 minutes

**II. SHORTENED DAY**

A shortened day contains the number of minutes required by the District, includes recess/nutrition and lunch, which do not count as instructional time for Grades K– 12.

A.	Single-Track and Four-Track Schools	Instructional Minutes
1.	Elementary schools (Grades K – 5 and K– 6)	284 minutes
2.	Secondary schools (Grades 6 – 8, 7 – 9, 9 – 12, and 10 –12)	312 minutes
B.	Three-Track Schools	Instructional Minutes
1.	Elementary schools (Grades K – 5 and K– 6)	314 minutes
2.	Secondary schools (Grades 6 – 8, 7 – 9, 9 – 12, and 10 – 12)	345 minutes

**III. PROFESSIONAL DEVELOPMENT BANKED TIME**

Minimum and shortened days may not be combined with the Professional Development Banked-Time Days. Please refer to Instructional Services’ Bulletin 1918.0 *School Day Schedule for Regular, Minimum, Shortened, and Banked- Time Days* dated August 17, 2005.

**IV. ALLOTMENT**

The number of shortened and minimum days available depends on the type of school and the school calendar, as outlined in the following tables. Local District Superintendents or designee should review and approve the number of shortened and minimum days at each school site.



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A. The following school calendars should use Table D1:

- Elementary School:
  1. Single-Track
  2. Three-Track
  3. Four-Track
  
- Middle School:
  1. Single-Track  
(with or without common planning time)
  2. Four-Track (with or without common planning time)
  
- High School:
  1. Single-Track

\*NOTE: Middle schools with common planning time have different total minute requirement than middle schools without common planning time.

TABLE D1

20	shortened days	and	0	minimum days
18	shortened days	and	1	minimum days
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 days	and	10	minimum days

B. The following schools should use Table D2:

- Middle School: \*Three-Track (with or without common planning time)
  
- High School: Three Track

TABLE D2

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



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\*NOTE: Middle schools with common planning time have a different total minute requirement than middle schools without common planning time.

### V. TIME LINE

Any request to change the previously submitted minimum or shortened day schedule needs to be made to the Local District Director of School Services at least three weeks prior to the change. If approved, there is a minimum two-week period to allow for changes to crossing guard schedules and to notify parents and appropriate schools and offices.

### VI. PROCEDURES TO FOLLOW

- A. Request approval for a minimum or shortened day by completing and forwarding a copy of Attachment A to the appropriate Local District Director of School Services.
- B. Inform staff that hours of work for certificated and classified staff are not affected by minimum or shortened days for students.
- C. Inform all parents of the purpose of the minimum or shortened days each time they are scheduled. Students and parents are to be provided with two weeks advance notification of a shortened or minimum day schedule except in the case of emergencies.
- D. Provide sufficient advance notice to cafeteria staff. Schools participating in the federal lunch program are required to serve lunch following a minimum day session.
- E. Notify the Principal of Children's Centers if centers are on site.
- F. Notify other individuals and offices at least two weeks in advance of the intended change in schedule, i.e., principals of neighboring schools, principals of sending/receiving schools, local city or county recreational facilities, after school club sponsors, crossing guards, and itinerant program staff.
- G. Notify Transportation Branch
  1. When approved by the Local District, the principal must notify the Area Bus Supervisor (ABS) or Regional Transportation Manager (RTM) of the approved minimum or shortened day.
  2. In some cases, the scheduling of a shortened or minimum day for students may not readily be accomplished because of the adverse effect that such arrangements would have on the district-wide transportation schedule, i.e., multiple trips and school combination routes.



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3. The Transportation Branch is not authorized to transport, beyond cost neutral, on discretionary minimum or shortened days without a funding source. For more information or cost estimates, school administrators should contact their Regional Transportation Manager.

### H. Adjust Crossing Guard Schedule

1. Crossing guards are assigned only to schools with students in Grades K–5 or K–6, when specific criteria are met. The only change permissible in the crossing guard's regular schedule will be to add time for supervision at the early dismissal. The crossing guard is to be available at the regular time to serve those students returning from receiving schools.
2. It is the responsibility of the receiving school principal to inform each sending school principal of changes in the receiving school's regular schedule. This notification must reach the sending school principal at least two weeks before the change is to take place, so that, if needed, adjustments to the crossing guard schedule can be made.
3. It is the responsibility of the sending school principal to add time to the crossing guard's regular schedule to ensure the supervision of any transported students who will arrive early due to a minimum or shortened day at their school of attendance.

### RELATED

#### RESOURCES:

Bulletin BUL-1918.0 *School Day Schedule for Regular, Minimum, Shortened, and Banked-Time Days*

Reference Guide REF-683.3 *Online Bell Schedule and Calculator for Number of Daily and Annual Instructional Minutes Required for Elementary Schools*

Reference Guide REF-684.3 *Online Bell Schedule and Calculator for Number of Daily and Annual Instructional Minutes Required for Middle Schools*

Reference Guide REF-685.3 *Online Bell Schedule and Calculator for Number of Daily and Annual Instructional Minutes Required for High Schools*

#### ASSISTANCE:

For further information or assistance, please contact your Local Elementary or Secondary Director.



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**ATTACHMENT A**

**REQUEST FOR APPROVAL FOR MINIMUM AND SHORTENED DAY SCHEDULES**

(Send to Local District Office at least three weeks in advance)

**TO:** Local District Superintendent: \_\_\_\_\_ Local District: \_\_\_\_\_

**FROM:** Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
School: \_\_\_\_\_

**SUBJECT: PLANS FOR SHORTENED AND/OR MINIMUM DAY(S) (PLEASE CIRCLE ONE) FOR:**  
SINGLE-TRACK CALENDAR \_\_\_\_\_  
MULTI-TRACK CALENDAR: TRACK A \_\_\_\_\_, B \_\_\_\_\_, C \_\_\_\_\_, D \_\_\_\_\_

Our school is planning to have a shortened/minimum day schedule on the following day(s): \_\_\_\_\_  
\_\_\_\_\_ For the purpose of \_\_\_\_\_  
\_\_\_\_\_. Our regular schedule starts at \_\_\_\_\_ a.m. and ends at \_\_\_\_\_ p.m. The  
shortened/minimum day schedule will begin at \_\_\_\_\_ a.m. and end at \_\_\_\_\_ p.m. The total number of instructional  
minutes will be \_\_\_\_\_.

The purpose of the shortened/minimum day schedule is in accord with Board policy; the number of shortened and/or  
minimum days approved by the District is not exceeded.

At least two weeks in advance, the principal will advise the following groups of the purpose and plans for a shortened or  
minimum day schedule:

- |   |   |
|---|---|
| _____ School staff                            | _____ Sending/receiving school administrators |
| _____ Community Governing Council             | _____ Neighboring school administrators       |
| _____ Parents                                 | _____ Local/county recreational center        |
| _____ Crossing guard coordinators             | _____ Itinerant program staff                 |
| _____ Playground directors and Youth Services | _____ Children's Center Supervisors           |

**Information in boxes to be completed by Local District**

Total number of shortened/minimum days used to date:	
Single Track: _____	Multi-Track: Tracks A _____, B _____, C _____, D _____

<b>APPROVED:</b> _____	<b>NOT APPROVED:</b> _____
Local District: _____	Date: _____

**AFTER LOCAL DISTRICT APPROVAL:**

I will provide the following office with an approved copy of this form, two weeks before the schedule change:

- |  |   |
|--|---|
| _____ Each sending school principal                                | _____ Student Integration Office, Beaudry Bldg., 16 <sup>th</sup> Fl. |
| _____ Division of Special Ed., Beaudry Bldg., 17 <sup>th</sup> Fl. | _____ Sch. Traffic & Safety, Hughes MS Site, Rm. 15                   |
| _____ Transportation Branch, Soto Street, Rm. 1-B                  |   |

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_