



**TITLE:** School Day Schedule for Regular, Minimum, Shortened, and Banked-Time Days

**NUMBER:** BUL-1918.0

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**PURPOSE:** The purpose of this bulletin is to provide guidelines for the elementary and secondary instructional school day for regular, minimum, shortened, and banked time days. Additionally, the definition of the instructional time and the length of the day are defined as mandated by the provisions of SB 81 and current District policy.

**MAJOR CHANGES:** This bulletin provides extensive information enhancing bulletin No. 1357 titled Request for Approval of Minimum and Shortened Day Schedules dated October 20, 2004 and Memorandum No. 1647.1 titled Professional Development Banked Time Days Grades 1-12 dated June 20, 2005. The content has been updated to reflect the 2005-2006 UTLA/LAUSD Bargaining Agreement reflecting all regular, minimum day, shortened day, and banked time day instructional minutes. A list of contact persons with their telephone numbers has been added.

**GUIDELINES:** I. DEFINITIONS 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 school District for the number of minutes established by the District. Only time during which courses are available to all pupils is counted when determining instructional time offered.

B. Actual Passing Time

Actual passing time is not to exceed 10 minutes between classes of

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Directors of Support Services  
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like programs and is allowed for those pupils changing instructors and/or courses when determining instructional time. Passing time must be equal between all classes and every day of the week. One passing time is authorized as instructional time for the periods on either side of the lunch and nutrition break, but the passing time must be distinct from the actual lunch and nutrition period and pupils must return to an instructional activity.

C. Recess

Education Code Section 46115 specifically includes recess within the school day applicable in kindergarten. Recesses, thus, may be considered instructional activity for kindergarten. Otherwise, recess or other nutritional periods are not considered instructional activities. Lunch may not be counted as an instructional activity.

D. Homeroom/Advisory

Homerooms may be considered instructional activities and counted as instructional time if those activities are under the immediate supervision and control of a properly credentialed teacher and pupils are regularly assigned with their attendance recorded and reported as part of the daily program schedule.

E. Activities which are not counted as Instructional Time

1. Any activity for which statutorily authorized fees for admission charges are paid by pupil.
2. Suspension or expulsion.
3. Lunch periods and other recess (Grades 1-12) or nutritional periods for pupils in Grades K-12.

II. LENGTH OF INSTRUCTIONAL DAY

A. Base Minutes.

The following reflects the base number of minutes prior to the implementation of the first negotiated Professional Development Banked Time program. The additional minutes are added to these base minutes to determine the instructional minutes for the various schedules identified in this bulletin.

Single and four-track elementary schools are to add 9 minutes to the base number of minutes to implement Professional Development



Banked Days. Three-track elementary schools are to add 10 minutes to the base number of minutes for PD Banked Days. Single and four-track secondary schools are to add 7 minutes to the base number of minutes to implement Professional Development Banked Days. Three-track secondary schools are to add 8 minutes to the base number of minutes for PD Banked Days.

1. Single-Track and Four-Track Schools

<u>Elementary</u>	<u>Base Minutes</u>
a) AM/PM Kindergarten (No Banked Time)	200 minutes
b) Full-Day Kindergarten	310 minutes
c) Elementary schools (Grades 1-5/6)	310 minutes
d) Elementary PD	250 minutes
e) Elementary Minimum Day	240 minutes
f) Elementary Shortened day	275 minutes

<u>Secondary</u>	<u>Base Minutes</u>
a) Secondary schools (Grades 6-12)	370 minutes
b) Secondary schools PD	280 minutes
c) Secondary schools Minimum Day	240 minutes
d) Secondary schools Shortened Day	305 minutes
e) Secondary Common Planning Time*	310 minutes
* Middle schools only	

2. Three-Track Schools

<u>Elementary</u>	<u>Base Minutes</u>
a) AM/PM Kindergarten (No Banked Time)	221 minutes
b) Full-Day Kindergarten	343 minutes
c) Elementary schools (Grades 1-5/6)	343 minutes
d) Elementary PD	283 minutes
e) Elementary Minimum Day	265 minutes
f) Elementary Shortened day	304 minutes

<u>Secondary</u>	<u>Base Minutes</u>
a) Secondary schools (Grades 6-12)	409 minutes
b) Secondary schools PD	319 minutes
c) Secondary schools Minimum Day	265 minutes
d) Secondary schools Shortened Day	337 minutes
e) Secondary Common Planning Time*	349 minutes
* Middle schools only	



B. The following reflects the additional minutes currently imbedded to implement the negotiated Professional Development Banked Time program.

1. Single-Track and Four-Track Schools      Instructional Minutes

- a) AM/PM Kindergarten (No Banked Time)      200 minutes
- b) Full-Day Kindergarten      319 minutes
- c) Elementary schools (Grades 1-5/6)      319 minutes
- d) Secondary schools (Grades 6-12)      377 minutes

2. Three-Track Schools      Instructional Minutes

- a) AM/PM Kindergarten (No Banked Time)      221 minutes
- b) Full-Day Kindergarten      353 minutes
- c) Elementary schools (Grades 1-5/6)      353 minutes
- d) Secondary schools (Grades 6-12)      417 minutes

3. Continuation, Opportunity, and Community Day Schools      Instructional Minutes

- a. Continuation Schools (No Banked Time)      250 minutes
- b. Opportunity Schools (No Banked Time)      250 minutes
- c. Community Day Schools (No Banked Time)      360 minutes

III. PROFESSIONAL DEVELOPMENT BANKED TIME EARLY RELEASE TUESDAYS

Elementary schools will have twenty-six (26) early release Professional Development Banked Time Tuesdays. Secondary schools will have fourteen (14) early release Professional Development Banked Time Tuesdays.

1. Single-Track and Four-Track Schools      Instructional Minutes

- a) AM/PM Kindergarten (No Banked Time)      200 minutes
- b) Full-Day Kindergarten      259 minutes
- c) Elementary schools (Grades 1-5/6)      259 minutes
- d) Secondary schools (Grades 6-12)      287 minutes



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2.	<u>Three-Track Schools</u>	<u>Instructional Minutes</u>
a)	AM/PM Kindergarten (No Banked Time)	221 minutes
b)	Full-Day Kindergarten	293 minutes
c)	Elementary schools (Grades 1-5/6)	293 minutes
d)	Secondary schools (Grades 6-12)	327 minutes

#### IV. SHORTENED DAY

A shortened day contains the number of minutes required by the District and includes recess/nutrition. Lunch is served, but does not count as instructional time.

1.	<u>Single-Track and Four-Track Schools</u>	<u>Instructional Minutes</u>
a)	AM/PM Kindergarten (No banked Time)	200 minutes
b)	Full-Day Kindergarten	284 minutes
c)	Elementary schools (Grades 1-5/6)	284 minutes
d)	Secondary schools (Grades 6-12)	312 minutes

2.	<u>Three-Track Schools</u>	<u>Instructional Minutes</u>
a)	AM/PM Kindergarten (No banked time)	221 minutes
b)	Full-Day Kindergarten	314 minutes
c)	Elementary schools (Grades 1-5/6)	314 minutes
d)	Secondary schools (Grades 6-12)	345 minutes

#### V. 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 Grades 1-12. If a lunch service is required, it is scheduled after the minimum day session. Kindergarten lunchtime does not count as part of the instructional day.

1.	<u>Single-Track and Four-Track Schools</u>	<u>Instructional Minutes</u>
a)	AM/PM Kindergarten (No banked Time)	200 minutes
b)	Full-Day Kindergarten	249 minutes
c)	Elementary schools (Grades 1-5/6)	249 minutes
d)	Secondary schools (Grades 6-12)	247 minutes



2.	<u>Three-Track Schools</u>	<u>Instructional Minutes</u>
	a) AM/PM Kindergarten (No Banked Time)	221 minutes
	b) Full-Day Kindergarten	275 minutes
	c) Elementary schools (Grades 1-5/6)	275 minutes
	d) Secondary schools (Grades 6-12)	273 minutes

VI. BANKED TIME TEACHER ON-SITE OBLIGATIONS

The 2005-2006 UTLA/LAUSD Bargaining Agreement reduced the number of Professional Development Banked Time Tuesdays to 26 days for elementary schools and 14 days for secondary schools. Since the number of professional development days has been reduced, the number of minutes to be banked is concomitantly reduced. Using your current bell schedule, there will be one less minute banked for elementary and secondary schools. One minute will be added to the preparation time for teachers, thus resulting in one less minute for the current instructional day.

Teachers will have the following onsite obligations before and after school.

1. Single-Track and Four-Track Schools  
 Minutes Before ( ) the Instructional Day and  
 Minutes After [ ] the Instructional Day
 

a) Pre-K	(30)	[10]
b) AM/PM Kindergarten	(30)	[10]
c) Full-Day Kindergarten	(21)	[10]
d) Elementary schools (Grades 1-5/6)	(21)	[10]
f) Secondary schools (Grades 6-12)	(7)	[6]
  
2. Three-Track Schools  
 Minutes Before ( ) the Instructional Day and  
 Minutes After [ ] the Instructional Day
 

a) Pre-K	(30)	[10]
b) AM/PM Kindergarten	(30)	[10]
c) Full-Day Kindergarten	(20)	[10]
d) Elementary schools (Grades 1-5/6)	(20)	[10]
f) Secondary schools (Grades 6-12)	(6)	[6]



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**ASSISTANCE:** For assistance or further information, please contact:

Ted Porter at (213) 241-1118 regarding bell schedule instructional minutes,

The Local District Staff Relations Unit Coordinator regarding the minutes reflecting teacher preparation and on-site obligation time, and

Jeanie Leighton, Director of Middle School Programs, at (213) 241-6040 regarding general bulletin questions.