



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days

NUMBER: BUL-6144.1

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ROUTING

Instructional Superintendents

Administrators of Instruction

Administrators of Operations

Directors

Principals

UTLA Chapter Chairs

POLICY: This bulletin reflects the policy of the Los Angeles Unified District as well as UTLA/District Bargaining Agreement.

MAJOR CHANGES: This bulletin replaces BUL-6144.0, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days*, issued on April 1, 2013. Included are provisions for requesting changes in schedule for minimum, shortened or banked-time days beyond those allocated by the District. Also included are procedures for moving the Spring Semester Pupil-Free Day.

GUIDELINES: I. DEFINITONS AND PURPOSES INSTRUCTIONAL DAYS

A. Regular Instructional Day
A regular instructional day is devoted entirely to instruction and represents the majority of days in the school year calendar. Students are not released early on these days.

Minimum, shortened, and professional development banked-time days are days when students are released from school earlier than on a regular instructional day to enable school-site staff to engage in professional activities focused on school or instructional improvement. In some cases, Common Planning Time schedules in middle schools may require early student release.

Minimum and shortened days may not be combined with the professional development banked-time days. Principals must keep a record of all early release days used.



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B. Minimum and Shortened Days

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.

Local District Superintendents 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.

C. Professional Development Banked-Time Day

Professional development banked-time days are for site-based professional development focused on the District instructional outcomes and priorities. Banked-time professional development days are scheduled on select Tuesdays during the school year. The memoranda detailing banked-time day schedules and use are found in the Related Resources section of this bulletin.

D. Common Planning Time (Middle schools only)

Common Planning Time is for middle school teachers to work collaboratively to analyze student data, coordinate instruction, and communicate with families. Common Planning is to be provided when the teachers share assignments or organizational structures (such as Small Learning Communities, Houses, Departments, or Teams) or when other program considerations (such as bilingual instruction) suggest that doing so would encourage professional collaboration, and when the requisite approvals have been attained. Participating teachers plan the content and activities for Common Planning, with administrative review. Common Planning Time may be achieved through the “banking” of instructional minutes in order to release student an hour early on Thursdays.

II. 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.



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B. Actual Passing Time

Actual passing time is not to exceed 10 minutes between classes of 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 instructional school day in kindergarten. Recess, 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

- a. Any activity for which statutorily authorized for admission charges are paid by pupil
- b. Suspension or expulsion
- c. Lunch periods and other recess (Grades 1-12) or nutritional periods for pupils in Grades K-12
- d. Pupil-free day

III. LENGTH OF INSTRUCTIONAL DAY

A. Regular Instructional Day

The following reflects regular instructional day time requirements for K-12 schools.

a. <u>Single-Track Schools</u>	<u>Instructional Minutes</u>
a) Kindergarten	319 minutes
b) Elementary schools (Grades 1-5/6)	319 minutes
c) Secondary schools (Grades 6-12)	377 minutes



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b. <u>Continuation, Opportunity, and Community Day Schools</u>	<u>Instructional Minutes</u>
a) Continuation Schools	250 minutes
b) Opportunity Schools	250 minutes
c) Community Day Schools	360 minutes

B. 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.

<u>Single-Track Schools</u>	<u>Instructional Minutes</u>
a) Kindergarten	249 minutes
b) Elementary schools (Grades 1-5/6)	249 minutes
c) Secondary schools (Grades 6-12)	247 minutes

The number of minimum days available is dependent on the number of shortened days selected. This is detailed in the next section.

C. Shortened Day

1. 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.

<u>Single-Track-Schools</u>	<u>Instructional Minutes</u>
a) Kindergarten	284 minutes
b) Elementary schools (Grades 1-5/6)	284 minutes
c) Secondary schools (Grades 6-12)	312 minutes

2. Number of Minimum and Shortened Days Available

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).



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Schools select the number of minimum and shortened days using the following table:

20	shortened days	and	0	minimum days
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 days	and	10	minimum days

School principals select minimum/shortened day options through the online bell schedule certification system: <https://admincert.lausd.net>. Please see MEM-6128.4, *Administrator Certification On-line System - 2016-2017*, issued on August 17, 2016, for guidelines and certification due dates.

D. Professional Development Banked-Time Day

1. Elementary schools are allocated twenty-six (26) early release Professional Development Banked Time Tuesdays. Secondary schools are allocated fourteen (14) early release Professional Development Banked-Time Tuesdays.

Single-Track Schools

Instructional Minutes

a) Kindergarten	259 minutes
b) Elementary schools (Grades 1-5/6)	259 minutes
c) Secondary schools (Grades 6-12)	287 minutes

2. Banked Time Day Teacher On-Site Obligations

<u>Single-Track Schools</u>	<u>Minutes Before the Instructional Day</u>	<u>Minutes After the Instructional Day</u>
a) Pre-K	30	30
b) Kindergarten	21	10
c) Elementary schools (Grades 1-5/6)	21	10
d) Secondary schools (Grades 6-12)	7	6



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- E. Common Planning Time (Middle schools only)
The instructional minutes below apply only to middle schools that have adopted a Common Planning Time schedule.

<u>Single-Track Schools</u>	<u>Instructional Minutes</u>
a) Middle schools (Grades 6-8) (Common Planning Time day only)	317 minutes

- F. Pupil-free days
Schools are allocated two pupil-free days. Pupil-free days are provided to enable teachers and schools to prepare for the instructional semester or year and to finalize the end of the instructional year (end-of-year reporting, classroom clean-up, etc.). Students do not attend or receive instruction on pupil-free days and pupil-free days do not include instructional minutes or time.

By default, pupil-free days are scheduled on the first and last days of the single-track instructional calendar; that is, the first day of the fall semester and the last day of the spring semester. Schools have the option to move the spring semester pupil-free day from the last day in the spring semester to the first day in the spring semester. Where this is done, the last day in the spring semester is counted as an instructional day (regular, minimum or shortened) and the first day in the spring semester becomes a non-instructional pupil-free day.

Moving the second semester pupil-free day requires approval of the school principal and the Local School Leadership Council and must be approved by the Local District through the Online Bell Schedule program, as described below. Transportation, the Special Education Division, the Integration Office, Food Services and any District office impacted by the Spring semester Pupil-Free Day selection must be notified of the change in schedule. The schedule change must be cost neutral to the District.

IV. ALTERATIONS TO INSTRUCTIONAL CALENDARS

- A. School calendars and bell schedules
School calendars and bell schedules are determined by the school prior to the beginning of the fall semester, including scheduling of the spring semester pupil-free day. Consultation with the Transportation Branch, the Special Education Branch and the Office of School Integration is required. At the beginning of the fall and spring semesters, principals must certify bell schedules through the Online Bell Schedule program in order to



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determine that the minimum number of instructional minutes required by California Education Code and by LAUSD Board Policy are being met. Certification guidelines and due dates are detailed in MEM-6128.4, *Administrator Certification On-line System - 2016-2017*, issued August 15, 2016.

B. Change Requests and Time Lines

Alterations to the school calendar and bell schedule following certification may be requested. Requests must be submitted to and approved by the Local District Superintendent. To do so, the school must request from the Attendance and Enrollment Section at (213) 241-2196 that the bell schedule certification system be reopened. The school can then amend the bell schedule and recertify it. Request for approval is sent to the Local District Superintendent electronically.

1. Schools may desire to provide additional professional development banked-time days other than those allocated through UTLA/District agreement. Advantages to doing so include additional opportunities to improve teacher effectiveness through professional development, and the standardization of weekly schedules over the course of the school year in order to accommodate parent-student transportation schedules and pick-up times. In order to meet the overall minimum instructional minutes required in the school year, schools will need to distribute additional minutes across instructional periods during regular instructional days in order to bank the required time to add banked-days. Schools must work with the Local District Superintendent or his/her designee prior to the opening of the fall semester to determine the validity of the additional banked-time days. Faculty approval through faculty vote is required, and a schedule change waiver must be filed. The waiver is available in MEM-6680.0, *School Waivers for Alternative Configuration*. Use the Online Bell Schedule program and certify the bell schedule following the procedures describe above. The Local District Superintendent is sent notification of the change for his/her approval. Any additional costs associated with student transportation must be paid for by the school.
2. Middle schools may wish to adopt a Common Planning Time schedule in order to provide teachers opportunity for collaborative instructional planning. The Common Planning Time request/waiver is available in MEM-6680.1, *School Waivers for Alternative Configuration*, issued May 5, 2017. Common Planning Time bell schedules must also be certified as described above.



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3. In extreme cases, changing the date of a minimum or shortened day after bell schedule certification may be requested. Requests for changes to the minimum or shortened day schedule must be made to the Local District Superintendent at least three weeks prior to the change. This is done through the online bell schedule certification portal, as described above.

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. Any additional costs associated with student transportation must be paid for by the school.

C. Procedures to Follow for Changes in Schedule

1. Adding additional banked-time days requires an approved waiver. Please refer to MEM-6680.1, *Waivers for Alternative School Configurations*, issued May 5, 2017. To swap banked-time days, please refer to MEM-6015.4, *School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools*, issued May 10, 2017, MEM-5788.6, *School-Site Professional Development Priorities-Banked Time Tuesdays for Middle and High Schools (2017-2018)*, issued May 26, 2017.
2. Work with the Local District Superintendent or his/her designee to determine the validity of the schedule change. Make changes using the Online Bell Schedule program and recertify the bell schedule, as described above.
3. Inform staff that hours of work for certificated and classified staff are not affected by early release days for students.
4. Inform all parents of the purpose of early release 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.
5. Provide sufficient advance notice to cafeteria staff. Schools participating in the federal lunch program are required to serve lunch following a minimum day session.
6. Notify the Principal of Children's Centers if centers are on site.
7. Notify other individuals and offices at least two weeks in advance of



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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.

D. Notify Transportation Services Division

- a. 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.
- b. In some cases, the scheduling of an early release 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.
- c. The Transportation Services Division is not authorized to transport, beyond cost neutral, on discretionary early release days without a funding source. For more information or cost estimates, school administrators should contact their Regional Transportation Manager.

2. Adjust Crossing Guard Schedule

- a. 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.
- b. 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.
- c. 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 an early release day at their school of attendance.



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RELATED MEM-6680.1, *School Waivers for Alternative Configuration*, issued May 5, 2017

RESOURCES: MEM-6128.4, *Administrator Certification On-line System 2017-2018 For School Sites and Offices*, issued annually

MEM-6015.4, *School-Site Professional Development Priorities-Banked Time Days for Elementary Schools 2017-2018*, issued May 10, 2017

MEM-5788.6, *School-Site Professional Development Priorities-Banked Time Days for Middle and High Schools 2017-2018*, issued May 26, 2017

REF-683.16, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Elementary Schools – School Year 2017-2018*, issued May 22, 2017

REF-684.16, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Middle Schools – School Year 2017-2018*, issued May 22, 2017

REF-685.16, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for High Schools – School Year 2017-2018*, issued May 22, 2017

Single Track Instructional School Calendar (updated annually). Web pathway: lausd.net >> About LAUSD >> District and School Calendars

PLEASE NOTE: As of the date of this memo, the aforementioned reference guides and memorandums are being updated. This may result in a change of number.

ASSISTANCE: For assistance or further information please contact your school's Local District director. Additional assistance is available through Division of Instruction at (213) 241-6444.