

LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

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**TITLE:** Online Bell Schedule And  
Calculator For Number Of  
Daily And Annual Instructional  
Minutes Required At:  
  
Elementary Schools

**NUMBER:** REF-683

**ISSUER:** Lorenzo Tyner, Budget Director  
Budget Services & Financial Planning  
Division

**DATE:** December 17, 2003  
Due to Local District Offices by January 27, 2004.

**PURPOSE:** The purpose of this Reference Guide is to explain the process for determining if the District's elementary schools are in compliance with Education Code Section 46201 and District policy related to the requirements for annual and daily instructional minutes. In addition, this Reference Guide will introduce and provide instructions for using the online bell schedule and calculator form.

**MAJOR CHANGES:** Beginning FY 03-04, most schools must enter their bell schedules online. (Exceptions: SPAN, Special Ed, Continuation, Opportunity, Community Day schools, which submit schedules on Excel spreadsheets.) The online form will calculate the daily and annual instructional minutes offered and compare the result to the number of minutes required to determine whether the school is in compliance with State regulations and District policy. The online calculator will allow school personnel to immediately review and correct any reasons for non-compliance. The bell schedule data will be stored and available for use in future years, making the annual review process more efficient.

**ROUTING**

Principals, All Elementary Schools  
Local District Superintendents  
Local District Directors of Instruction  
Local District School Support Directors  
UTLA Chairpersons

**I. INTRODUCTION**

It is the responsibility of the principal to monitor the instructional minutes and to ensure that the school is in compliance with instructional time requirements. To determine if elementary schools are in compliance, it is necessary to evaluate bell schedules and calculate the daily and annual instructional minutes offered at each site.

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NEW: Beginning this year, schools must enter their bell schedules online, and follow-up with a hard copy, verified by the principal and Local District Office, to Budget Services & Financial Planning Division, Attendance & Enrollment Section.

For details on the new procedure, see Attachment “A”.

II. DEFINITION OF INSTRUCTIONAL TIME

For any activity to be considered as instructional time, a class must be under the direct supervision of a properly credentialed teacher employed by the District.

Brunch, if offered, may be classified as recess or lunch. Recess is counted in the calculation in kindergarten, but not grades 1-6. Lunch periods may not be counted in the calculation for either kindergarten or grades 1-6.

III. TOTAL NUMBER OF INSTRUCTIONAL DAYS AND MINUTES REQUIRED

The annual instructional days required for each school is based on the type of instructional calendar the school adopted. Single-Track and Four-Track calendars have 180 instructional days. Three-Track calendar has 163 instructional days.

The total annual instructional minutes required for Kindergarten and Grades 1- 6 is at least 36,000 and 55,100 minutes, respectively. The total annual instructional minutes for each school will vary depending on the number of regular, Professional Development Banked Time, minimum, shortened and hot weather days used. The following table indicates the daily instructional minutes requirement for each type of school day.

Grade Level (Type of School Day)	Daily Instructional Minutes	
	Single-Track and Four-Track Schools (180-day Calendar School)	Three -Track Schools (163-day Calendar School)
Kindergarten	200 minutes*	221 minutes*
Grades 1 – 6 (regular day)	320 minutes	354 minutes
Grades 1 – 6 (Staff Dev day)	260 minutes	294 minutes
Grades 1 – 6 (minimum day)	250 minutes	276 minutes
Grades 1 – 6 (shortened day)	285 minutes	315 minutes
Grades 1 – 6 (hot weather day)	285 minutes	315 minutes

\*Does not change regardless of the type of school day.

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### IV. NEW -- ONLINE BELL SCHEDULE FORM AND CALCULATOR.

Beginning FY 03-04, schools will enter their bell schedules online at <http://sib.lausd.net/bell>. See Attachment "A" for the new procedures.

Based on the data entered on the online form, the number of daily and annual instructional minutes completed will be automatically calculated and displayed next to the number of minutes required for each type of school day and school calendar. This will enable school staff to immediately make any necessary corrections to the data, or to take other steps to ensure the school meets the minimum number of instructional minutes required. After the data has been entered, the data must be certified by the principal. Once the data has been certified, no further changes may be made online; schools that need to make changes must contact Budget Services & Financial Planning Division, Attendance & Enrollment Section for assistance. Once entered, the data will remain available for future years so that only revisions will need to be entered.

A hard copy of the online form must be printed, signed by the principal, sent to the Local District Office Superintendent or designee for approval, and forwarded to Budget Services & Financial Planning Division, Attendance & Enrollment Section.

### V. DUE DATE FOR SUBMISSION OF BELL SCHEDULES

School bell schedule must be certified, printed, signed by the principal (or designee) and forwarded to the Local District Office on or before January 27, 2004. The Local District Representative must approve and forward the form to Attendance and Enrollment Section, Budget Services and Financial Planning Division, Beaudry Bldg., Floor 26 on or before February 03, 2004.

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**RELATED RESOURCES:**

<u>For questions regarding:</u>	<u>Refer to:</u>
1. School Day Schedule	Bulletin No. M-97 (Rev), dated October 14, 2002, issued by the Deputy Superintendent, Instructional Services
2. Update on the Status of Professional Development Banked Time Days Grades 1-12	Memorandum No. M-163, dated June 25, 2003, issued by the Deputy Superintendent, Instructional Services
3. Request For Approval For Minimum and Shortened Day Schedules	Bulletin No. M-96 (Rev), dated October 14, 2002, issued by the Deputy Superintendent, Instructional Services
4. Guidelines For Preventing Heat Stress	Bulletin No. Z-52, dated May 15 2000, issued by Student Health & Human Services
5. Guidelines for Implementing the Instructional Day for Kindergarten Classes	Bulletin No. M-3 (Rev.), dated January 23,2002, issued by the Deputy Superintendent, Instructional Services

**ASSISTANCE:** For assistance or further information please contact Ted Porter, Financial Analyst, Budget Services & Financial Planning Division, Attendance & Enrollment Section, at [ted.porter@lausd.net](mailto:ted.porter@lausd.net) or 213-241-1118.

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