

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

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

Middle Schools

NUMBER: REF-684

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 middle 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 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.

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 middle schools are in compliance, it is necessary to evaluate bell schedules and calculate the daily and annual instructional minutes offered at each site.

ROUTING

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

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

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 that time during which courses are available to all students is counted when determining instructional time.

B. Homeroom

Homeroom may be considered instructional activity and counted as instructional time if that activity is under the immediate supervision of a credentialed teacher and students are regularly assigned with their attendance recorded and reported as part of daily program schedule.

C. Nutrition and Lunch

Nutrition and lunch periods are not considered instructional activities. 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 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. One passing time is authorized as instructional time for the periods before and after the lunch and nutrition breaks, but 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. Passing time must be equal between all classes and every day of the week.

LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Passing time from one school to another is not considered as instructional time. Paid activities (such as dances, etc.), are not counted as instructional time and should be held after school hours.

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 requires 180 instructional days. Three-Track calendar require 163 instructional days. The number of instructional minutes required per day will vary depending on whether it is a regular, minimum, shortened, professional development, or CPT day, and the type of calendar adopted at the school.

The total annual instructional minutes required for middle schools with Grades 6 - 8 is at least 65,300 minutes. The total annual instructional minutes required for middle schools with an approved Common Planning Time (CPT) program is at least 62,160 minutes. Schools with approved CPT days must indicate on the online bell schedule form the number of days and the dates when CPT days will be used. The CPT program must be approved annually by the Local District Director, School Services, before it is implemented, and a copy of the approved program kept at the Local District Office for audit purposes.

The following table indicates the daily instructional minutes requirements for each type of school day.

LOS ANGELES UNIFIED SCHOOL DISTRICT
 REFERENCE GUIDE

<u>Grade Level</u>	Daily Instructional Minutes	
	Single-Track and Four-Track Schools <u>180-day Calendar School</u>	Three-Track Schools <u>163-day Calendar School</u>
Grades 6-8 (regular day)	378 minutes	418 minutes
Grades 6-8 (minimum day)	248 minutes	274 minutes
Grades 6-8 (shortened day)	313 minutes	346 minutes
Professional Development Banked Time Day	288 minutes	328 minutes
Common Planning Time Day	318 minutes	358 minutes
Refer to Memorandum No. M-163 dated June 25, 2003		

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.

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

V. DUE DATES 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.

VI. REFERENCES

For questions regarding:

Refer to:

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| 1. School Day Schedule | Bulletin No. M-97 (Rev), dated October 14, 2002, issued by the Deputy Superintendent, Instructional Services |
| 2. 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 |
| 3. Guidelines for Preventing Heat Stress | Bulletin No. Z-52, dated May 15, 2000, issued by Student Health & Human Services |
| 4. 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 |
| 5. Common Planning Time | Memorandum No. MEM-329, dated July 30, 2003 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 or 213-241-1118.

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