

**ADMINISTRATIVE CIRCULAR NO. 66**  
Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 1, 2015

**To:** Secondary School Principals, Area Superintendents, Division and Department Heads

**Subject:** 2015-16 MINIMUM DAYS FOR SECONDARY SCHOOLS

**Department and/or Persons Concerned:** Secondary School Principals, Division and Department Heads

**Due Date:** May 8, 2015 (Year-Round and Traditional Calendar Schools)

**Action Requested:** Complete the attached form and send a copy to each of the following individuals/departments by the due date listed above:

- 1) Planning Section, Transportation Services
- 2) Your Area Superintendent
- 3) Pupil Accounting (Eugene Brucker Education Center, Room 3150)

**References:** *2015-16 Annual Instructional Minutes Schedule*—Administrative Circular No. 64. Administrative Procedures 4026 and 4705

**Attachment:** 1) Request for Minimum Days: 2015-16

**Brief Explanation:**

All secondary schools are authorized to operate a minimum day schedule for the purpose of providing staff in-service programs, engaging in staff program planning, and conducting parent-teacher conferences.

**Guidelines for Scheduling Minimum Days**

After selecting minimum day schedule dates (generally no more than six to eight days), the *Request for Minimum Days: 2015-16* (Attachment 1) should be submitted to the individuals/offices listed on the form **no later than May 8, 2015 (for both Year-Round and Traditional calendar schools)**. The following provisions are required when conducting minimum days for students:

1. The minimum day for students enrolled in comprehensive secondary schools shall not be less than 240 minutes, inclusive of passing time but exclusive of lunch periods and nutrition periods or breaks.
2. The minimum day for students enrolled in continuation and opportunity schools shall not be less than 180 minutes, inclusive of passing time but exclusive of lunch periods and nutrition breaks.
3. The 240-minute requirement does not include ROP or courses conducted by a community college or passing time to or from ROP or community college courses.
4. Cafeteria lunches must be provided for those pupils desiring to purchase lunches and for those pupils eligible for free or reduced-price lunches. Lunch does not count as part of the 240-minute minimum.
5. Schools must provide telephone coverage during the non-instructional portion of the day.

6. Schools sharing the same bus routes on the same time schedule must select the same minimum schedule days in order to avoid conflict for bus service.
7. The number of buses available for minimum day support is limited. Transportation will be scheduled on a first-come, first-served basis by written requests from schools. It is possible that Transportation Services may not be able to support some requests from schools.
8. In the event that a particular day is oversubscribed, schools will be required to reschedule their minimum days to other dates in order to receive bus service. Transportation Services will provide **written** notification to each school when buses are scheduled for minimum days. **Schools should NOT notify parents, staff, or students of specific minimum schedule days until written confirmation from Transportation Services is received.**
9. Changes to the original request for minimum day schedule must be submitted to Transportation Services for approval. **Please wait for written approval from Transportation Services prior to notifying parents, staff, and students of the schedule change.** Your Area Superintendent and the Pupil Accounting Department must be notified of the change. Note: Transportation Services may not be able to support changes made at the last minute, due to budget constraints.
10. A minimum day schedule for students does not change the workday for certificated or classified staff.

Please note that the scheduling of minimum days must be completed **prior** to submitting the *2015-16 Annual Instructional Minutes Schedule*—Administrative Circular No. 64. The due date for submitting the *2015-16 Annual Instructional Minutes Schedule* to Pupil Accounting is **May 15, 2015 (for both Year-Round and Traditional calendar schools)**.

**If it becomes necessary to change the 2015-16 bell schedule after sending to Pupil Accounting, the principal/designee must contact Pupil Accounting to initiate the change process, and only with the prior approval of the Area Superintendents, Food Services, Transportation, and Pupil Accounting. Once the new school year begins, bell schedules will be locked.**

Bus service in support of minimum days will be scheduled in the most cost-effective manner due to budget limitations. This often results in different buses and drivers servicing schools on minimum days. Therefore, schools should closely supervise procedures at their loading zones on these days.

Schools may contact the Planning Section of Transportation Services at 858-496-8773 or 858 496-8735 with questions regarding transportation.

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APPROVED:



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Distribution: Lists A, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Leadership and Learning

**REQUEST FOR MINIMUM DAYS: 2015-16**  
**SECONDARY SCHOOLS**

Please complete this request form and forward a copy to each of the following individuals/departments **no later than May 8, 2015 (for both Year-Round and Traditional Calendar Schools)**:

- Planning Section, **Transportation Services** (Richard Staley, [rstaley@sandi.net](mailto:rstaley@sandi.net))
- Your **Area Superintendent**
- **Pupil Accounting** (Eugene Brucker Education Center, Room 3150)

It is requested that schools sharing transportation services request the same dates. **Please do not notify parents, staff, or students of the minimum day schedule until written confirmation is received from Transportation Services.**

**Changes to requested dates and times must be approved in writing by Transportation Services.** Once written approval from Transportation Services is received, please forward the final copy of the minimum day schedule to your Area Superintendent and the Pupil Accounting Department.

**REQUEST FOR MINIMUM DAYS: 2015-16**  
**SECONDARY SCHOOLS**

**School:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Our school requests the following days for a minimum day schedule/parent-teacher conferences:


Dismissal Time: \_\_\_\_\_

Bus Departure Time (allow for lunch): \_\_\_\_\_

Do you want the late-activity buses cancelled? (circle one):      Yes      No