



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, School Day**

SUBJECT: **Length of K-6 School Day**

A. PURPOSE AND SCOPE

1. To provide guidelines for establishment of daily schedules in elementary schools and to define the regular school day and the minimum day for attendance of elementary school students.
2. **Related Procedures:**
 Length of 7-12 School Day 4026
 Attendance Accounting, K-12 6166

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policies F-1200, F-1250, F-1300, H-3500, H-6500, H-7900; Education Code sections 46014, 46100, 46110-46119, 46201.3, 46201.5, 46300, 48200; California Code of Regulations, Title 5.
2. The Board of Education shall fix the length of the school day for elementary schools. (Education Code section 46100)
3. Length of the school day established for elementary students shall be equal to or exceed standards fixed by the Board of Education, California Education Code, and California Code of Regulations, Title 5.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Pupil Accounting Department.
2. **Definitions.**
 - a. **Regular school day for full time students:** Normal daily program of full-time students.
 - b. **Modified day:** Length of the school day for students, adjusted to allow for longer attendance on four days during the week and shorter attendance on one day of the same week. (The appropriate Area Superintendent must approve a modified day schedule and the schedule must meet or exceed minimum time requirements established by the Board of Education.)
 - c. **Minimum day:** A shortened school day for students, which constitutes a day of attendance for claiming average daily attendance.
 - d. **Attendance:** Act of being present at school or other designated location and engaged in required educational activities under immediate supervision and control of a certificated employee.

D. IMPLEMENTATION

1. **Responsibility for Scheduling.**

- a. The principal of each elementary school is responsible, subject to approval of the Area Superintendent, for establishing a daily schedule in his/her school. Schools shall not deviate from approved schedule without approval of the Area Superintendent. Site records shall be maintained verifying the school calendar (regular days/modified days/minimum days) and length of instructional day.
- b. The Board of Education may declare a shortened day for students; however, all students shall not be scheduled for less than minimum day.
- c. The Superintendent may permit one or more schools to observe a shortened day schedule; however, all students shall not be scheduled for less than minimum day.

2. **Requirements of the School Day and Year.**

- a. Regular instructional day for students in grades K-6 shall be determined by the Board of Education.
- b. The required number of instructional days/minutes for each school year is set forth in Education Code section 46200 et seq. State budget challenges have allowed school districts to offer less than the required 180 school days in some fiscal years.
- c. **Regular instructional minutes requirements:**
 - (1) **Kindergarten:** 200 minutes per day or 1,000 minutes per week, including recess and excluding lunch; not less than 36,000 minutes/year.
 - (2) **Grades 1-6:** 300 minutes per day or 1,500 minutes per week, excluding recess and lunch; not less than 54,000 minutes/year.
- d. **Modified day.** Schools may, with approval of the appropriate Area Superintendent, adjust the weekly instructional time allocation for students to allow for a longer period of attendance on four days of the week and a shorter period of attendance on one day of the week (e.g., 1,500 minutes per week, excluding recess [which may not exceed 20 minutes per day] but exclusive of noon intermission divided equally into 300 minutes/day for five days, or one day with 240 instructional minutes and four days with 315 instructional minutes).
 - (1) Specific distribution of instructional minutes each week is determined by the principal after obtaining staff and parent/guardian input.
 - (2) Non-instructional time activities on modified days shall be determined by the principal and may be used for teacher inservice activities, parent conferencing, staff meetings, and teacher preparation.

Note: A modified day schedule for students does *not* change the workday for certificated or classified staff.
- e. **Minimum day.** The Superintendent may declare a minimum attendance day for students, or may permit schools to observe a minimum schedule (e.g., for parent conferencing).

Note: A minimum day schedule for students does *not* change the workday for certificated or classified staff.

- (1) **Kindergarten:** 180 minutes inclusive of recess but excluding lunch and nutrition breaks. Minimum school day may be computed by determining number of minutes in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 180 or more, students shall be deemed to have complied with Education Code provisions even if the number of minutes attended in any one school day is less than 180 (but not less than 60).
 - (2) **Grades 1-3:** 230 minutes exclusive of recess, lunch, and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If resulting quotient is 230 or more, students shall be deemed to have complied with Education Code provisions even if the number of minutes attended in any one school day is less than 230 (but not less than 170).
 - (3) **Grades 4-6:** 240 minutes exclusive of recess, lunch, and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If resulting quotient is 240 or more, students shall be deemed to have complied with Education Code provisions even if the number of minutes attended in any one school day is less than 240 (but not less than 180).
- f. **Subject time allotments.** Basic time allotments for subjects are provided in the district's *Course of Study, K-12* (available on the district website).
 - g. **Lunch period.** Regulations require that students be given adequate time to consume lunch before the school day ends, including minimum days.
 - h. **Playground supervision.** Playgrounds are to be open and supervised at least 15 minutes prior to opening of school.
3. **Early Release from School.** Early release of students for music lessons, tap dancing lessons, reading clinics, and similar programs conducted by nondistrict agencies and private schools is prohibited. Parents/guardians should be encouraged to supplement the regular instructional program provided it does not interfere with the regular instructional day. At the request of the parent/guardian, release of students for religious activity is allowed per California Education Code section 46014.

E. FORMS AND AUXILIARY REFERENCES

1. *Course of Study, K-12* (available on the district website)

F. REPORTS AND RECORDS

G. APPROVED BY

SUBJECT: **Length of K-6 School Day**

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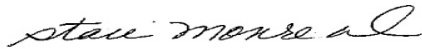
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REVISED: **12-6-13**



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff