SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	April 23, 2020
To:	Secondary School Principals, Area Superintendents, Division and Department Heads
Subject:	Revised 2020-21 MINIMUM DAYS FOR SECONDARY SCHOOLS
Department and/or Persons Concerned:	Secondary School Principals, Division and Department Heads
Due Date:	~~April 23, 2020~~ May 15, 2020 (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 3110)
References:	*2020-21 Annual Instructional Minutes Schedule*–Administrative Circular No. 220 Administrative Procedures 4026, Administrative Regulation 5121, Board Policy 3550
Attachment:	1) Request for Minimum Days: 2020-2021

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, the *Request for Minimum Days: 2020-21* (Attachment 1) should be submitted to the individuals/offices listed on the form **no later than** ~~**April 23, 2020**~~ **May 15, 2020** **(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 courses conducted by a community college or passing time to or from 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 and it is suggested that lunch is not scheduled at the end of the academic school day.

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. It is possible that Transportation Services may not be able to support some requests from schools. 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**.

8. Changes to the original request for minimum day schedule must be submitted to Transportation Services for approval (transplanning@sandi.net). **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.

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

10. Selection of a minimum day schedule must comply with the SDEA collective bargaining agreement, including Section 8.3 which states: "With input from the Governance Team, the instructional schedule for minimum, shortened, and modified days shall be determined at the site by the supervisor after informing staff and providing them with an opportunity to give input." Sites should get input from their Governance Team prior to submitting the Request for Minimum Days form.

Please note that the scheduling of minimum days must be completed prior to entering bell schedule and calendar in PowerSchool. Please refer to the *2020-21 Annual Instructional Minutes –* Administrative Circular No. 220. The due date for completing your *2020-21* bell schedule and calendar in PowerSchool is ~~**April 23, 2020**~~ **May 15, 2020 (for both Year-Round and Traditional calendar schools).**

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

FOR HIGH SCHOOLS ONLY DUE TO HEALTHY START TIMES:

A. **Scheduling Minimum Days for Staff Needs**
The minimum days for staff in-service programs, engaging in staff program planning, or conducting parent-teacher conferences, <u>must use a "reverse" minimum day bell schedule with a required later start time</u>. The end time for each "reverse" minimum day will be the **same end time** as a regular school day.

B. **Scheduling Minimum Days for Final Exams**
<u>The six (6) minimum days for the purpose of administering final exams are the only permitted "early release" minimum days with an earlier end time</u>. The start time for each "early release" minimum day will be the same start time as a regular school day. High schools will need to administer final exams on the predetermined final exam dates. Schools <u>may not</u> use alternate final exam dates without approval from Transportation Services.

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

APPROVED:

Dr. Sofia Freire, Ed.D.
Chief Office of Leadership and Learning

Attachments (1)