



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

**TITLE:** Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Middle Schools – School Year 2017-18

**NUMBER:** REF-684.16

**ROUTING:**  
 LD Superintendents  
 LD Administrators of Instruction  
 LD Administrators of Operations  
 LD Instructional Directors  
 Middle School Administrators  
 School Administrative Assistants  
 Central Office Administrators and Staff

**ISSUER:** Cheryl Simpson, Co-Lead Office of Chief Financial Officer  
 Director, Budget Services & Financial Planning Division

John Walsh, Co-Lead Office of Chief Financial Officer  
 Deputy Chief Financial Officer

Frances Gipson, Ph.D., Chief Academic Officer  
 Division of Instruction

**DATE:** May 22, 2017

**PURPOSE:** The purpose of this Reference Guide is:  
 1) to inform school administrators of the daily and annual instructional minutes requirements as stated in Education Code sections 46201 and 46202 and District policy,  
 2) to require schools to enter and certify their bell schedules online on or before the due date,  
 3) to require the review and approval of the schools’ online bell schedules by Local District Instructional Directors or designees, and  
 4) to enable the District to determine compliance with the instructional minutes requirements.

**MAJOR CHANGES:** This Reference Guide replaces REF-684.15, of the same subject, issued on April 11, 2016. It provides the due dates for schools’ certification and Instructional Directors’ approval of the 2017-18 bell schedules. In addition, the User Guide for the newly re-designed online bell schedule system is available through the following link: <http://achieve.lausd.net/Page/12894>.

**INSTRUCTIONS:** I. BACKGROUND

Education Code sections 46201 and 46202 state the annual instructional minutes requirements for various grade levels. In order for the District to verify compliance with these requirements, it is necessary that bell schedules be entered online. Non-compliance with the instructional minutes requirements may result in the State’s imposition of a penalty on



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the District. The penalty is based not only on the school that is not in compliance but on the District's "grouped" grade levels, i.e., grades K-3, 4-6, 7-8, or 9-12. For example, if a middle school with grades 7 and 8 offered insufficient instructional minutes, the District's penalty will be based on the District's total grades 7-8 average daily attendance (ADA). The penalty for non-compliance could be a significant amount that may impact the District's finances.

In addition to the above, non-compliance may result in conflicts with bargaining unit contracts.

## 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 District for the number of minutes established by the District. Only that time during which courses are required for all students is counted when determining instructional time.

### B. Homeroom

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

### C. Nutrition and Lunch

Nutrition and lunch periods are not considered instructional activity. Lunch time activities in classrooms are not counted as instructional time.

### D. Passing Time and Paid Activities

Passing time is that portion of the time between class periods in the same educational program in the same school day that is actual and 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. Only one passing time is authorized as instructional time for the periods before and after the lunch and nutrition breaks (usually the passing time following the break). However, 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. In addition, the passing time following the break must be the same duration as the normal passing time.

Passing time must not exceed 10 minutes between classes and must be equal between all classes for each day of the week.

Passing time from one school/program 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. INSTRUCTIONAL MINUTES REQUIRED

#### Annual Instructional Minutes Required

This school year, all middle schools will offer 180 instructional days. The table below indicates the minimum annual instructional minutes that will be offered by middle schools.

| Annual Instructional Minutes Required For Grades 6-8 |                 |
|--|-----------------|
| Schools with no CPT                                  | at least 65,300 |
| Schools with CPT                                     | at least 62,160 |

#### Daily Instructional Minutes Required

As specified in bulletin BUL-6144.1, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked Time, and Pupil-Free Days*, the following table shows the minimum number of *daily* instructional minutes required for each type of school day.

| Type of School Day                | Daily Instructional Minutes Required |
|-----------------------------------|--------------------------------------|
| Regular Day                       | 377                                  |
| Common Planning Time (CPT) Day    | 317                                  |
| Shortened Day                     | 312                                  |
| Professional Development (PD) Day | 287                                  |
| Minimum Day                       | 247                                  |

***Regardless of the total annual instructional minutes, a middle school may not offer an instructional day with total daily instructional minutes that are less than the Minimum Day's requirement.***



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Minimum and Shortened Days: According to bulletin BUL-6144.1, middle schools, with or without CPT, are allowed to take up to a maximum of 10 minimum days with no shortened days, or 20 shortened days with no minimum days, or any combination of minimum and shortened days as shown in the table below. In addition, schools are to use the online bell schedule system to request the specific days to be taken as Minimum and Shortened Days.

|                                      |
|--------------------------------------|
| 20 shortened days and 0 minimum day  |
| 18 shortened days and 1 minimum day  |
| 16 shortened days and 2 minimum days |
| 14 shortened days and 3 minimum days |
| 12 shortened days and 4 minimum days |
| 10 shortened days and 5 minimum days |
| 8 shortened days and 6 minimum days  |
| 6 shortened days and 7 minimum days  |
| 4 shortened days and 8 minimum days  |
| 2 shortened days and 9 minimum days  |
| 0 shortened day and 10 minimum days  |

PD Days: The number of Professional Development (PD) days is fixed at 14 and the specific PD dates are set each school year by the Division of Instruction. Schools must adhere to the established PD dates unless they have applied and been approved for a waiver to increase or decrease the number of PD days (see MEM-6680.1, *School Waivers for Alternative Configurations*, for details) or they have requested and been approved for alternate PD dates (see MEM-5788.6 *School-site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools*, for details). Schools must submit their printed, certified 2017-18 online bell schedule with their waiver request.

CPT Days: According to BUL-6144.1, Common Planning Time Days (CPT) are held on Thursdays, with 317 instructional minutes per CPT day. Deviation from this policy requires submission of a waiver request with the certified online bell schedule (see MEM-6680.1 submission details).

#### IV. ONLINE BELL SCHEDULE

In order for the District to verify compliance with the instructional minutes requirement, each school must enter and certify all bell schedules online.



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Beginning with the 2017-18 school year, schools will use the newly re-designed online bell schedule system to enter and certify their bell schedules. Step-by-step instructions for this system is available in the User Guide (click on this link to access: <http://achieve.lausd.net/Page/12894>).

Online bell schedules must be aligned with the meeting patterns in MiSiS and with the actual bell schedules implemented at the school.

### V. SCHOOL CERTIFICATION DUE DATE

The due date for schools to certify their bell schedules is Tuesday, June 27, 2017. Schools should start working on their Shared Decision Making process early in order to finalize their 2017-18 bell schedules by the certification due date.

### VI. RESPONSIBILITY FOR COMPLIANCE AND CERTIFICATION

The school principal is responsible for ensuring that the bell schedules presented on the online bell schedule are the actual schedules for the 2017-18 school year. The school principal should also ensure that the daily and annual instructional minutes offered comply with the requirements and that the bell schedules are entered and certified online by the due date.

In any case where the instructional minutes are below the requirements, call the Attendance and Enrollment Section immediately for assistance and resolution. Any change in one or more of the schedules at any point in time during the school year should be communicated to Attendance and Enrollment Section before implementation to ensure compliance with requirements.

### VII. LOCAL DISTRICT (LD) MONITORING AND APPROVAL

Schools' bell schedules are subject to review and approval by LD Instructional Directors or their designees. The due date to complete the review and approval of school-certified bell schedules is Friday, September 15, 2017.

LD Instructional Directors or designees have access to their schools' online bell schedules, and are able to monitor the progress of their schools' certification through the online bell schedule system. LD Instructional Directors should ensure that their schools certify their bell schedules by the due date.

Refer to the User Guide for step-by-step instructions.



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### **RELATED RESOURCES:**

- BUL-6144.1 School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days (in progress)
- MEM-5788.6 School-site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (in progress)
- MEM-6128.5 Administrator Certification Online System—2017-18 (in progress)
- MEM-6680.1 School Waivers for Alternative Configurations

### **ASSISTANCE:**

For assistance or further information, contact the Attendance and Enrollment Section at (213) 241-2115 or (213) 241-2196.



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

**TITLE:** Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Elementary Schools – School Year 2017-18

**NUMBER:** REF-683.16

**ROUTING:**  
 LD Superintendents  
 LD Administrators of Instruction  
 LD Administrators of Operations  
 LD Instructional Directors  
 Elementary School Administrators  
 School Administrative Assistants  
 Central Office Administrators and Staff

**ISSUER:** Cheryl Simpson, Co-Lead Office of Chief Financial Officer  
 Director, Budget Services & Financial Planning Division

John Walsh, Co-Lead Office of Chief Financial Officer  
 Deputy Chief Financial Officer

Frances Gipson, Ph.D., Chief Academic Officer  
 Division of Instruction

**DATE:** May 22, 2017

**PURPOSE:** The purpose of this Reference Guide is:  
 1) to inform school administrators of the daily and annual instructional minutes requirements as stated in Education Code sections 46201 and 46202 and District policy,  
 2) to require schools to enter and certify their bell schedules online on or before the due date,  
 3) to require the review and approval of the schools’ online bell schedules by Local District Instructional Directors or designees, and  
 4) to enable the District to determine compliance with the required instructional minutes.

**MAJOR CHANGES:** This Reference Guide replaces REF-683.15, of the same subject, issued on April 11, 2016. It provides the due dates for schools’ certification and Instructional Directors’ approval of the 2017-18 bell schedules. In addition, the User Guide for the newly re-designed online bell schedule system is available through the following link: <http://achieve.lausd.net/Page/12894>.

**INSTRUCTIONS:** I. BACKGROUND

Education Code sections 46201 and 46202 state the annual instructional minutes requirements for various grade levels. In order for the District to verify compliance with these requirements, it is necessary that bell schedules be entered online. Non-compliance with the instructional minutes requirements may result in the State’s imposition of a penalty on



the District. The penalty is based not only on the school that is not in compliance but on the District’s “grouped” grade levels, i.e., grades K-3, 4-6, 7-8, or 9-12. For example, if an elementary school with grades 1 through 6 offered insufficient instructional minutes, the District’s penalty will be based on the District’s total grades 1-6 average daily attendance (ADA). The penalty for non-compliance could be a significant amount that may impact the District’s finances.

In addition to the above, non-compliance may result in conflicts with bargaining unit contracts as well.

II. DEFINITION OF INSTRUCTIONAL TIME

For an activity to be considered as instructional time, students participating in the activity must be under the direct supervision of a properly credentialed teacher employed by the District, and the activity must be required for all students.

Lunch, brunch, and recess periods are not considered instructional time.

III. INSTRUCTIONAL MINUTES REQUIRED

This school year, all elementary schools will offer 180 instructional days, and a minimum of 55,100 annual instructional minutes.

The table below reflects the *daily* instructional minutes requirements for each type of day, as specified in BUL-6144.1, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days*. Adherence to these daily minutes requirements will help ensure compliance with the annual minutes requirement.

| Type of School Day                | Daily Instructional Minutes Required |
|-----------------------------------|--------------------------------------|
| Regular Day                       | 319                                  |
| Shortened Day                     | 284                                  |
| Professional Development (PD) Day | 259                                  |
| Minimum Day                       | 249                                  |

***An elementary school may not offer an instructional day with total daily instructional minutes that are less than a Minimum Day’s requirement.***

Minimum and Shortened Days: According to bulletin BUL-6144.0, elementary schools are allowed to take up to a maximum of 10 minimum days with no shortened days, or 20 shortened days with no minimum days,





or any combination as shown in the table below. In addition, schools are to use the online bell schedule system to request the specific days to be taken as Minimum and Shortened Days.

|                                      |
|--------------------------------------|
| 20 shortened days and 0 minimum day  |
| 18 shortened days and 1 minimum day  |
| 16 shortened days and 2 minimum days |
| 14 shortened days and 3 minimum days |
| 12 shortened days and 4 minimum days |
| 10 shortened days and 5 minimum days |
| 8 shortened days and 6 minimum days  |
| 6 shortened days and 7 minimum days  |
| 4 shortened days and 8 minimum days  |
| 2 shortened days and 9 minimum days  |
| 0 shortened day and 10 minimum days  |

PD Days: The number of professional development (PD) days is fixed at 26 and the specific PD dates are set each school year by the Division of Instruction. Schools must adhere to the established PD dates unless they have applied and been approved for a waiver to increase or decrease the number of PD days (see MEM-6680.1, *School Waivers for Alternative Configurations*, for details) or they have requested and been approved for alternate PD dates (requires submission of Attachment D of MEM-6015.4, *School-site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools*). Schools must submit their printed, certified 2017-18 online bell schedule with their waiver request.

#### IV. ONLINE BELL SCHEDULE

In order for the District to verify compliance with the instructional minutes requirements, schools must enter and certify all bell schedules online.

Beginning with the 2017-18 school year, schools will use the newly re-designed online bell schedule system to enter and certify their bell schedules. Step-by-step instructions for this system is available in the User Guide (click on this link to access: <http://achieve.lausd.net/Page/12894>).

Online bell schedules must be aligned with the meeting patterns in MiSiS and with the actual bell schedules implemented at the school.



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### V. SCHOOL CERTIFICATION DUE DATE

The due date for schools to certify their bell schedules is Tuesday, June 27, 2017. Schools should start working on their Shared Decision Making process early in order to finalize their 2017-18 bell schedules by the certification due date.

### VI. RESPONSIBILITY FOR COMPLIANCE AND CERTIFICATION

The school principal is responsible for ensuring that the bell schedules presented on the online bell schedule are the actual schedules for the 2017-18 school year. The school principal should also ensure that the daily and annual instructional minutes offered comply with the requirements and that the bell schedules are entered and certified online by the due date.

In any case where the instructional minutes are below the requirements, call the Attendance and Enrollment Section immediately for assistance and resolution. Any change in one or more of the schedules at any point in time during the school year should be communicated to Attendance and Enrollment Section before implementation to ensure compliance with the requirements.

### VII. LOCAL DISTRICT (LD) MONITORING AND APPROVAL

Schools' bell schedules are subject to review and approval by LD Instructional Directors or their designees. The due date to complete the review and approval of school-certified bell schedules is Friday, September 15, 2017.

LD Instructional Directors or designees have access to their schools' online bell schedules, and are able to monitor the progress of their schools' certifications through the online bell schedule system. LD Instructional Directors should ensure that their schools certify their bell schedules by the due date.

Refer to the User Guide for step-by-step instructions.

#### **RELATED RESOURCES:**

- BUL-6144.1 School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked Time, and Pupil-Free Days (in progress)
- MEM-6015.4 School-site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools



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MEM-6128.5 Administrator Certification Online System—2017-18 (in progress)

MEM-6680.1 School Waivers for Alternative Configurations

**ASSISTANCE:** For assistance or further information, contact the Attendance and Enrollment Section at (213) 241-2115 or (213) 241-2196.



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|-----------------------|--|---|
| <b>TITLE:</b>         | Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for High Schools – School Year 2017-18   | <b>ROUTING:</b><br>LD Superintendents<br>LD Administrators of Instruction<br>LD Administrators of Operations<br>LD Instructional Directors<br>High School Administrators<br>School Administrative Assistants<br>Central Office Administrators and Staff |
| <b>NUMBER:</b>        | REF-685.16   |   |
| <b>ISSUER:</b>        | Cheryl Simpson, Co-Lead Office of Chief Financial Officer<br>Director, Budget Services & Financial Planning Division<br><br>John Walsh, Co-Lead Office of Chief Financial Officer<br>Deputy Chief Financial Officer<br><br>Frances Gipson, Ph.D., Chief Academic Officer<br>Division of Instruction  |   |
| <b>DATE:</b>          | May 22, 2017   |   |
| <b>PURPOSE:</b>       | The purpose of this Reference Guide is:<br>1) to inform school administrators of the daily and annual instructional minutes requirements as stated in Education Code sections 46201 and 46202 and District policy,<br>2) to require schools to enter and certify their bell schedules online on or before the due date,<br>3) to require the review and approval of the schools’ online bell schedules by Local District Instructional Directors or designees, and<br>4) to enable the District to determine compliance with the instructional minutes requirements. |   |
| <b>MAJOR CHANGES:</b> | This Reference Guide replaces REF-685.15, of the same subject, issued on April 11, 2016. It provides the due dates for schools’ certification and Instructional Directors’ approval of the 2017-18 bell schedules. In addition, the User Guide for the newly re-designed online bell schedule system is available through the following link: <a href="http://achieve.lausd.net/Page/12894">http://achieve.lausd.net/Page/12894</a> .  |   |
| <b>INSTRUCTIONS:</b>  | I. BACKGROUND<br><br>Education Code sections 46201 and 46202 state the annual instructional minutes requirements for various grade levels. In order for the District to verify compliance with these requirements, it is necessary that bell schedules be entered online. Non-compliance with the instructional minutes requirements may result in the State’s imposition of a penalty on the District. The penalty is based not only on the school that is not in   |   |



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compliance but on the District's "grouped" grade levels, i.e., grades K-3, 4-6, 7-8, or 9-12. For example, if a high school with grades 9-12 offered insufficient instructional minutes, the District's penalty will be based on the District's total grades 9-12 average daily attendance (ADA). The penalty for non-compliance could be a significant amount that may impact the District's finances.

In addition to the above, non-compliance may result in conflicts with bargaining unit contracts.

## 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 District for the number of minutes established by the District. Only that time during which courses are required for all students is counted when determining instructional time.

### B. Homeroom

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

### C. Nutrition and Lunch

Nutrition and lunch periods are not considered instructional activity. Lunch time activities in classrooms are not counted as instructional time.

### D. Passing Time and Paid Activities

Passing time is that portion of the time between class periods in the same educational program in the same school day that is actual and 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. Only one passing time is authorized as instructional time for the periods before and after the lunch and nutrition breaks (usually the passing time following the break). However, 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. In addition, the passing time following the break must be the same duration as the normal passing time.

Passing time must not exceed 10 minutes between classes and must be equal between all classes for each day of the week.

Passing time from one school/program 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. INSTRUCTIONAL MINUTES REQUIRED

#### Annual Instructional Minutes Required

This school year, all high schools will offer 180 instructional days and a minimum of 65,300 annual instructional minutes.

#### Daily Instructional Minutes Required

As specified in bulletin BUL-6144.1, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked Time, and Pupil-Free Days*, the following table shows the minimum number of *daily* instructional minutes required for each type of school day.

| Type of School Day           | Daily Instructional Minutes Required |
|------------------------------|--------------------------------------|
| Regular Day                  | 377                                  |
| Shortened Day                | 312                                  |
| Professional Development Day | 287                                  |
| Minimum Day                  | 247                                  |

***Regardless of the total annual instructional minutes, a high school may not offer an instructional day with total daily instructional minutes that are less than the Minimum Day’s requirement.***

Minimum and Shortened Days: According to bulletin BUL-6144.1, high schools are allowed to take up to a maximum of 10 minimum days with no shortened days, or 20 shortened days with no minimum days, or any combination of minimum and shortened days as shown in the table below. In addition, schools are to use the online bell schedule system to request the specific days to be taken as Minimum and Shortened Days.



|                                      |
|--------------------------------------|
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| 6 shortened days and 7 minimum days  |
| 4 shortened days and 8 minimum days  |
| 2 shortened days and 9 minimum days  |
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**PD Days:** The number of Professional Development (PD) days is fixed at 14 and the specific PD dates are set each school year by the Division of Instruction. Schools must adhere to the established PD dates unless they have applied and been approved for a waiver to increase or decrease the number of PD days (see MEM-6680.1, *School Waivers for Alternative Configurations*, for details) or they have requested and been approved for alternate PD dates (see MEM-5788.6 *School-site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools*, for details). Schools must submit their printed, certified 2017-18 online bell schedule with their waiver request.

#### IV. ONLINE BELL SCHEDULE

In order for the District to verify compliance with the instructional minutes requirement, each school must enter and certify all bell schedules online.

Beginning with the 2017-18 school year, schools will use the newly re-designed online bell schedule system to enter and certify their bell schedules. Step-by-step instructions for this system is available in the User Guide (click on this link to access: <http://achieve.lausd.net/Page/12894>).

Online bell schedules must be aligned with the meeting patterns in MiSiS and with the actual bell schedules implemented at the school.

#### V. SCHOOL CERTIFICATION DUE DATE

The due date for schools to certify their bell schedules is Tuesday, June 7, 2017. Schools should start working on their Shared Decision Making process early in order to finalize their 2017-18 bell schedules by the certification due date.



**VI. RESPONSIBILITY FOR COMPLIANCE AND CERTIFICATION**

The school principal is responsible for ensuring that the bell schedules presented on the online bell schedule are the actual schedules for the 2017-18 school year. The school principal should also ensure that the daily and annual instructional minutes offered comply with the requirements and that the bell schedules are entered and certified online by the due date.

In any case where the instructional minutes are below the requirements, call the Attendance and Enrollment Section immediately for assistance and resolution. Any change in one or more of the schedules at any point in time during the school year should be communicated to Attendance and Enrollment Section before implementation to ensure compliance with the requirements.

**VII. LOCAL DISTRICT (LD) MONITORING AND APPROVAL**

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LD Instructional Directors or designees have access to their schools’ online bell schedules, and are able to monitor the progress of their schools’ certifications through the online bell schedule program. LD Instructional Directors should ensure that their schools certify their bell schedules by the due date.

Refer to the User Guide for step-by-step instructions.

**RELATED RESOURCES:**

- BUL-6144.1 School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days (in progress)
- MEM-5788.6 School-Site Professional Development Priorities – Banked Time Days for Middle and High Schools (in progress)
- MEM-6128.5 Administrator Certification Online System—2017-18 (in progress)
- MEM-6680.1 School Waivers for Alternative Configurations

**ASSISTANCE:**

For assistance or further information, contact Attendance and Enrollment Section at (213) 241-2115 or (213) 241-2196.