

Administrative Regulation

Minimum School Day, Guidelines for

The length of the regular school day is adopted by the Board. The minimum school day, for which a day of apportioned attendance may be recorded, is prescribed by specific provisions of the Education Code. The following guidelines shall describe the length of required instructional time for a minimum school day and the conditions by which a minimum school day may be called:

- A. The following minimum school day requirements are prescribed for regular and special education classes by the Education Code:

Kindergarten.....	200 minutes, including recesses
Grades 1-3.....	230 minutes
Grades 4-8.....	240 minutes
Grades 9-12.....	240 minutes
Continuation High School.....	180 minutes

The kindergarten minimum day includes recesses but excludes the noon intermission. The minimum day for grades 1-12 excludes recesses and noon intermission. This constitutes the number of minutes of instructional time only.

Staggered or divided day schedules at the K-6 level must adhere to existing Education Code requirements.

- B. The authority to designate a minimum school day is delegated to the superintendent under procedures specified below:

1. An emergency situation-disaster or disruption of utility service to the school.
2. Declaration of a district-wide or level (i.e. elementary, intermediate, or secondary) minimum instructional day for a specific and well-defined purpose.
3. A project or proposal accepted by the principal and appropriate administrator for secondary or elementary education and approved by the superintendent in accordance with the following priorities:
 - (a) Teacher in-service for state-mandated programs
 - (b) Teacher in-service for district-mandated programs
 - (c) Projects related to school instructional programs
 - (d) Projects related to district and/or school goals/objectives

Special Note:

Planning Procedures

1. Approval by the appropriate administrator for secondary or elementary education (to be forwarded to the superintendent for approval) is required at least 15 school days before the project is begun.
2. Determination of time, places, goals/objectives, bus schedules, communications, evaluation, and follow-up is a required part of the project planning.
3. Schools will return to the regular day schedule upon completion of the project, and the appropriate administrator for secondary or elementary education will so verify.

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Ref: EC Sections 46111-46116, 46118, 46141-46147, 46180, 52326

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