

TITLE: School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days

NUMBER: BUL-6144.2

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ROUTING
Deputy Superintendents
Region Superintendents
Administrators of Instruction
Administrators of Operations
Principal Supervisors
Principals
UTLA Chapter Chairs

POLICY: This bulletin reflects the policy of the Los Angeles Unified School District.

MAJOR CHANGES: This bulletin replaces BUL-6144.1, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days*, issued on July 27, 2017. Professional Development (PD) Banked-time Days will now be held every Tuesday. Accordingly, daily instructional minutes have been adjusted to allow for increased PD days. For school years 2023–2024 and 2024-2025, there will be no Pupil-Free Days in the instructional calendar; instead, there will be two optional employee preparation days outside of the instructional calendar. Common Planning Time (CPT) is no longer a valid type of Instructional Day; therefore, it has been removed from the online bell schedule system.

GUIDELINES: I. INSTRUCTIONAL DAY DEFINITIONS AND PURPOSES

A. Regular Instructional Day
A regular instructional day is devoted entirely to instruction and represents most days in the school year calendar. Students are not released early these days.

Minimum, shortened, and professional development banked-time days are days when students are released from school earlier than on a regular instructional day to enable school-site staff to engage in professional activities focused on school or instructional improvement.

Minimum and shortened days may not be combined with the professional development banked-time days. Principals must keep a record of all early release days used; therefore, these days must be reflected in the online bell schedule system.

B. Scheduling Minimum and Shortened Days

Shortened/minimum days may be scheduled as required for local school program planning, staff development, parent-teacher conferences, curriculum planning, preparation for Back-to School Night, Open House, or other school-community activities.

Region Superintendents have the option to schedule uniform staff development days as part of the authorized allotment.

The remaining shortened/minimum days will be at the discretion of the principal, with prior approval of the respective Region Superintendent.

C. Schedule for Professional Development Banked-Time Day

Professional development banked-time days are for site-based professional development focused on the District instructional outcomes and priorities. Professional development days are scheduled on Tuesdays during the school year. The memoranda detailing banked-time day schedules and use are found in the Related Resources section of this bulletin.

D. Common Planning Time Day (Middle schools only)

Common Planning Time is no longer a valid type of instructional day. However, schools may hold common planning time activities on professional development days, minimum days, or shortened days.

II. DEFINITIONS 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 school district for the number of minutes established by the District. Only the time during which courses are available to all pupils is counted when determining instructional time offered. Classroom time in optional class periods (e.g., Period 0 or Period 7 in a regular 6-period schedule) is not included when determining instructional time.

B. Actual Passing Time

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, and students must return to an instructional activity after the passing time. In addition, the passing time before or after 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.

Passing time is expected to be the same as the prior year's unless there is a valid reason for the increase or decrease.

C. Recess/Lunch

For grade levels UTK-12, recess, lunch, or other nutritional periods are not counted as instructional time.

D. Homeroom/Advisory

Homeroom/Advisory may be considered instructional activities and counted as instructional time if those activities are under the immediate supervision and control of a properly credentialed teacher employed by the District and pupils are regularly assigned with their attendance recorded and reported as part of the daily program schedule.

E. Activities which are not counted as Instructional Time include:

1. Paid activities (such as dances, etc.). These activities should be held after school hours.
2. Any activity for which statutorily and are authorized admission charges are paid by pupil
3. Suspension or expulsion
4. Lunch, recess, and other nutritional periods

III. INSTRUCTIONAL DAYS AND SCHOOL YEAR

A. School Year and Instructional Minutes

The following reflects the instructional time requirements for UTK-12 schools. All District schools will offer 183 instructional days for school years 2023-24 and 2024-25. The table below indicates the minimum annual instructional minutes that will be offered at comprehensive schools. Span schools will offer instructional minutes according to their specific grade spans.

Beginning with the 2023-2024 school year, Common Planning Time will no longer be an option as a type of instructional day. The required minimum annual instructional minutes will be 66,449 for all secondary schools.

Minimum Annual Instructional Minutes Required	
Elementary Schools (grades UTK-6)	56,069
Middle Schools (grades 6 – 8)	66,449
High Schools (grades 9-12)	66,449

Options Schools: The California Department of Education does not require Continuation schools, Opportunity schools, and Community Day schools to meet minimum annual instructional minutes. However, these Options schools must meet the minimum daily instructional minutes according to District policy.

B. Daily Instructional Minutes Required

The table below reflects the daily instructional minutes requirements for each type of Day.

Adherence to these daily minutes and the prescribed number of days will help ensure compliance with the minimum annual minutes requirement.

Daily Instructional Minutes – Comprehensive Schools			
Type of School Day	Elementary	Middle	High
Regular Day	323	383	383
Shortened Day	288	318	318
Professional Development Day	263	323	323
Minimum Day	253	253	253

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

The different types of school days do not apply to Options schools. However, these schools must offer the minimum daily instructional minutes indicated below every school day.

Type of School	Minimum Daily Instructional Minutes Required
Continuation School	250
Community Day School	360
Opportunity School	250

C. Minimum Day

A minimum day session contains the least amount of minutes required by law and includes a recess/nutrition period which does not count as instructional time. If a lunch service is required, it is scheduled after the minimum day session.

The number of minimum days available is dependent on the number of shortened days selected. This information is detailed in the next section.

D. Shortened Day

A shortened day contains the number of minutes required by the District and the schedule includes recess/nutrition and lunch breaks.

E. Number of Minimum and Shortened Days Available

By action of the Board of Education, policies have been established for minimum and shortened days. The student instructional minutes have been calculated to meet the minimum annual required instructional minutes and allow for up to 10 minimum or up to 20 shortened days (or any combination of the two, not to exceed the total allowed, as noted below).

Schools may select the number of minimum and shortened days using the following table:



20 shortened days and 0 minimum days
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 days and 10 minimum days

School principals select the minimum/shortened day combination for Region approval through the online bell schedule system: <https://admincert.lausd.net>. School principal should enter all planned minimum/shortened days for the school year before certifying their online bell schedule to ensure that their bell schedule meets the required minimum annual instructional minutes.

F. Professional Development (PD) Days

Beginning with the 2023-2024 school year, all Tuesdays will be designated as professional development (PD) days for all comprehensive schools. Therefore, depending on the instructional calendar, the number of PD days may vary from year to year.

	Number of PD Days in 2023-2024
Elementary schools	39
Secondary schools	39

On PD days, students are released 60 minutes earlier than the Regular Day schedule.

G. Common Planning Time (CPT) Days

CPT is no longer a valid type of instructional day. Middle schools may still hold common planning time activities. These activities may be held on PD Tuesdays, shortened days, and minimum days.

H. Teacher On-Site Obligations

	Minutes Before Instructional Day	Minutes After Instructional Day
Pre-K	30	10
Elementary schools (Grades UTK-5/6)	17	10
Secondary schools (6-12)	5	2

IV. ALTERATIONS TO INSTRUCTIONAL CALENDARS

A. School Calendars and Bell Schedules

Schools determine their minimum days, shortened days, and bell schedules prior to the beginning of the fall semester. Consultation with the Transportation Branch, the Special Education Branch, and the Office of School Integration is required. Before the beginning of the school year, principals must certify bell schedules through the Online Bell Schedule system to determine compliance with the minimum number of instructional minutes as designated in this bulletin.

B. Changes to Online Bell Schedules

Once a bell schedule is Region-approved, the following may be considered during the school year:

1. change in date(s) selected for Back-to-School and/or Open House,
2. change in date(s) selected for minimum and/or shortened days, *
3. adding minimum and/or shortened days to the calendar, *
4. adding a special schedule, e.g., for testing, finals, etc., and
5. change in schedule -- In extreme cases where the actual schedule of the regular day, professional development, shortened day, minimum day, etc. may need to be changed after the school year has started, contact Attendance and Enrollment Section immediately for guidance on reflecting the change in the online bell schedule system, and implement the new schedule only after compliance with instructional minutes is confirmed by Attendance and Enrollment Section.

** Parents/guardians must be notified of the change/addition at least one month before the scheduled minimum or shortened day. Therefore, changes to minimum or shortened day may not be considered after April 30 of the school year.*

- C. Procedures for Changes to Calendar/Schedules
1. Work with the Region Superintendent or his/her designee to determine the validity of the requested change.
 2. For approved changes related to Minimum and Shortened Days, ensure that parents/guardians will have at least one month notification prior to the change, and that school community and appropriate offices are notified (see REF-068500.4 for the required certifications and notifications). In addition, there is a minimum three-week period to allow for changes to crossing guard schedules. Any additional costs associated with student transportation must be paid for by the school.
 3. Request Attendance and Enrollment Section to unlock the online bell schedule(s). Reflect the changes, then re-certify the bell schedule(s). Once bell schedule(s) is re-certified, Region Superintendent or his/her designee will be able to review and re-approve the bell schedule.
 4. Inform staff that hours of work for certificated and classified staff are not affected by early release days for students.
 5. Inform all parents of the purpose of early release days each time they are scheduled. Students and parents are to be provided with at least one-month advance notification of a shortened or minimum day schedule except in the case of emergencies.
 6. Provide sufficient advance notice to cafeteria staff. Schools participating in the federal lunch program are required to serve lunch following a minimum day session.
 7. Notify the Principal of Children's Centers if centers are on site three weeks in advance.
 8. Notify other individuals and offices at least three weeks in advance of the intended change in schedule, i.e., principals of neighboring schools, principals of sending/receiving schools, local city, or county recreational facilities, after school club sponsors, crossing guards, and itinerant program staff.
 9. Notify Transportation Services Division
 - a. When approved by the Region Superintendent, the principal must notify the Area Bus Supervisor (ABS) or Regional Transportation Manager (RTM) of the approved minimum or shortened day.
 - b. In some cases, the scheduling of an early release day for students may not readily be accomplished because

of the adverse effect that such arrangements would have on the districtwide transportation schedule, i.e., multiple trips and school combination routes.

- c. The Transportation Services Division is not authorized to transport beyond cost neutral on discretionary early release days without a funding source. For more information or cost estimates, school administrators should contact their Regional Transportation Manager.
10. Adjust Crossing Guard Schedule
- a. Crossing guards are assigned only to schools with students in Grades UTK-5 or UTK-6 when specific criteria are met. The only change permissible in the crossing guard's regular schedule will be to add time for supervision at the early dismissal. The crossing guard is to be available at the regular time to serve those students returning from receiving schools.
 - b. It is the responsibility of the receiving school principal to inform each sending school principal of changes in the receiving school's regular schedule. This notification must reach the sending school principal at least three weeks before the change is to take place, so that, if needed, adjustments to the crossing guard schedule can be made.
 - c. It is the responsibility of the sending school principal to add time to the crossing guard's regular schedule to ensure the supervision of any transported students who will arrive early due to an early release day at their school of attendance.

AUTHORITY: This is a policy of the Los Angeles Unified School District

RELATED RESOURCES: *MEM-6128.11, Administrator Certification On-line System – 2022 – 2023*, dated August 29, 2022

MEM-6015.10, School-Site Professional Development Priorities-Banked Time Days for Elementary Schools (2023-2024), dated June 26, 2023

MEM-5788.14, School-Site Professional Development Priorities-Banked Time Days for Middle and High Schools (2023-2024), dated June 26, 2023

REF-068500.4, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2023-2024, dated June 26, 2023

Instructional School Calendar (updated annually). Web pathway:
lausd.net >> About LAUSD >> Calendar

ASSISTANCE: For assistance or further information please contact your Region Office. Additional assistance is available through the Division of Instruction. Please contact P-12 Unit in the Division of Instruction at 213-241-5333 or instruction@lausd.net