


INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District
Division of Instruction

TO: Secondary Principals

DATE: April 1, 2022

FROM: Alison Yoshimoto-Towery
Chief Academic Officer 

Pedro A. Garcia 
Senior Executive Director

SUBJECT: LATE START FOR SECONDARY SCHOOLS BEGINNING JULY 2022

The purpose of this correspondence is to provide information regarding [Senate Bill 328](#), (SB 328) this bill would require the school day for middle schools and high schools, to begin no earlier than 8:00 a.m. and 8:30 a.m. respectively, by July 1, 2022. In alignment with SB 328, which was enacted Fall 2019, all secondary schools will need to ensure they are compliant with the bill for 2022-23 school year.

INSTRUCTIONAL TIME

Secondary schools are required to meet the minimum daily and annual instructional minutes. The table below displays the instructional minutes per type of day. For more information on daily and annual instructional minutes, see [REF-068500.2](#), Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2021-22.

Type of School Day	Middle School	High School	Continuation Schools and Opportunity Schools	Community Day Schools
Regular Day	377	377	250	360
Common Planning Time	317	N/A	N/A	N/A
Shortened Day	312	312	N/A	N/A
Professional Development Day	287	287	N/A	N/A
Minimum Day	247	247	N/A	N/A

START TIMES FOR SECONDARY SCHOOLS

Middle Schools 8:00 AM - 8:30 AM
High Schools 8:30 AM (one start time)
Educational Options Schools 8:30 AM - 9:00 AM

MIDDLE SCHOOLS

Middle schools are to select a start time between 8:00 AM to 8:30 AM. Middle schools that have a start time between 8:00 AM and 8:30 AM for the 2021-2022 school year are not required to seek stakeholder input. If a middle school needs to change the start time to comply with the new law, the following strategies can be used to elicit stakeholder input:

1. Send a survey to parents, school staff and students to obtain data regarding start time. The survey should include potential start times and inquire as to the needs and priorities of the various stakeholders (eg.. Blackboard ConnectEd).
2. Tabulate and share the results of the survey to all members of the school community (e.g. school website or school newsletter).
3. Meet with all applicable school councils, (School Site Council, Local School Leadership Council, Governance Council, etc.) to reach consensus on a start time based on the survey results. (Consult with your supervisor for support if consensus is not reached).

In selecting a start time that best fits the needs of each school community, is recommended that school leaders consider the following:

- for Span schools, consider bell schedule alignment
- bus routes
- other schools within the Communities of School start and end times
- before and after school activities
- partnerships that offer extra-curricular activities and other services

HIGH SCHOOLS

District is selecting a uniform start time of 8:30 AM, for all high schools (with the exception of option schools); therefore it will not be required to survey stakeholders or reach consensus. School leaders are to communicate with stakeholders regarding before- and after-school activities, partners that offer extra-curricular activities, and liaisons that support concurrent enrollment.

EDUCATIONAL OPTIONS SCHOOLS

Educational Options Schools are to select a start time between 8:30 AM to 9:00 AM. Options schools that have a start time between 8:30 AM and 9:00 AM for the 2021-2022 school year are not required to seek stakeholder input. If an options school needs to change the start time to comply with the new law, the following strategies can be used to elicit stakeholder input:

1. Send a survey to parents, school staff and students to obtain data regarding start time. The survey should include potential start times and inquire as to the needs and priorities of the various stakeholders (eg., Blackboard ConnectEd).
2. Tabulate and share the results of the survey to all members of the school community (e.g., school website or school newsletter).
3. Meet with all applicable school councils, (School Site Council, Local School Leadership Council, Governance Council, etc.) to reach consensus on a start time based on the survey results. (Consult with your supervisor for support if consensus is not reached).

ONLINE BELL SCHEDULE APPROVAL

Following the same process for approving the 2021-22 school year's bell schedule as outlined in [REF-068500.2](#), principals need to submit their recommended start and end times through the online bell schedule system. The bell schedule is subject to review and approval by the local district supervisor.

Schools that offer an optional "zero period" for students may not start earlier than 7:15AM for middle schools or 7:30AM for high schools and options schools.

ATHLETIC CONTEST

Interscholastic Athletic Department (IAD) will issue a correspondence providing guidance for scheduling athletic contest for the 2022-23 school year. Schools are reminded that students without athletic periods may miss additional instructional time due to participation in athletic competitions and associated travel time. Schools are strongly encouraged to offer Saturday games to minimize loss of academic time, minimize weekday bus conflicts and maximize opportunities for working families and community members to attend the games. If applicable, morning practices for student athletes are to begin at 7:00 AM or later in the morning.

STUDENTS WITH DISABILITIES

Individualize Educational Program (IEP) considerations include the feasibility of implementation of supports and services as specified in an IEP within the school day and bell schedule. IEPs may need to be amended to ensure that support and services are in the scope of the new schedule. Students receiving services from an itinerant support provider (such as an Adapted PE teacher) should follow the additional procedures below.

- **Adapted Physical Education (APE)**

An APE provider is assigned to school sites based on **IEP driven services**. APE itinerant teacher work hours are from 8:00 AM to 3:00 PM, unless an alternate work schedule is agreed upon by the school administrator, the APE provider, and APE specialist. Note that itinerant APE providers are assigned multiple school sites daily with varied master bell schedules, thus all students with APE services must be assigned to the same period(s) and/or time slot at their assigned site. To ensure adequate class coverage, School Administrators should contact and collaborate with the APE Program Administrator when creating APE period schedules. This will ensure an APE teacher is available, given the bell schedule variability from school to school.

APE Specialist Contact Information:

Local District	Specialist Name	Specialist Email
Central and East	Dale Munn	dale.munn@lausd.net
Northeast and Northwest	Candice Aguilar	candice.villagran@lausd.net
South and West	Brookes Marindin	brookes.marindin@lausd.net

COMMUNITY COLLEGE AND OTHER EXTERNAL PARTNERSHIPS

The Assistant Principal, School Counseling Services (APSCS) or designee should continually update their liaisons at the community colleges with start schedules and calendars.

For additional questions regarding:

- Athletics, contact Trenton Cornelius at trenton.cornelius@lausd.net
- Master Schedule and Programming, contact Shelly Alavez at sxa3900@lausd.net
- Secondary Instruction, contact Brenda Pensamiento at bpensami@lausd.net
- Special Education, contact Dr. Maribel Luna at maribel.luna@lausd.net

c: Local District Superintendents

Community of Schools Administrators

Administrators of Instruction

Administrators of Operations

Community of Schools Administrators

Executive Cabinet