

**TITLE:** Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2023-2024

**NUMBER:** REF-068500.4

**ISSUER:** Tony Atienza  
Director  
Budget Services & Financial Planning

Frances Baez  
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Division of Instruction

**DATE:** June 26, 2023

**ROUTING**  
Deputy Superintendent of Instruction  
Deputy Superintendent of Business Services and Operations  
Region Superintendents  
Administrators of Instruction  
Administrators of Operations  
Principal Supervisors  
Instructional Directors  
School Administrators  
School Administrative Assistants  
Central Office  
Administrators and Staff

**DUE DATES:** Important Dates

Date	Applicable To	Action Required
June 28, 2023	Continuation School Principals	Submit proposed bell schedules (see page 8 for details)
July 28, 2023	Continuation School Principals	Certify online bell schedules
August 25, 2023	All other K-12 School Principals	Certify online bell schedules
September 8, 2023	Principal Supervisors	Approve online bell schedules

**PURPOSE:** The purpose of this reference guide is to:

1. inform school administrators of the daily and annual instructional minutes requirements as stated in District policy,
2. require schools to enter and certify their bell schedules online on or before the due date,

3. require schools to provide their Back-to-School and Open House dates,
4. require the review and approval of the schools' online bell schedules by Principal Supervisors or their designees,
5. enable the District to determine compliance with the instructional minutes requirements.

**MAJOR  
CHANGES:**

This reference guide replaces REF-068500.3 of the same subject, dated May 13, 2022. Deadlines for the 2023-24 bell schedules are as follows: **School certification – July 28, 2023 (continuation schools) and August 25, 2023 (all other schools); Region approval – September 8, 2023.**

Information on the length of school year, minimum instructional minutes, Professional Development days, Common Planning Time, and pupil-free days have been updated based on District policy, BUL-6144.2, and applicable collective bargaining agreements.

**INSTRUCTIONS: I. Background**

District policy dictates the minimum daily and annual instructional minutes required of all District schools. In order for the District to verify compliance with these requirements, it is necessary that bell schedules be entered, certified, and approved in the online bell schedule system. 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 TK-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. 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 offering.

### B. Homeroom

For secondary schools, homeroom may be considered an 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 activities. 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 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.

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 District schools will offer 183 instructional days. 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 2023-24 school year, Common Planning Time will no longer be an option in the online bell schedule system. Required minimum annual instructional minutes will be 66,449 for all secondary schools.

Minimum Annual Instructional Minutes Required	
Elementary Schools (grades TE/TK-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.

Daily Instructional Minutes Required

The table below reflects the daily instructional minutes requirements for each type of Day, as specified in BUL-6144.2, *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days*, dated June 26, 2023.

Common Planning Time has been removed from this table. In addition, the daily instructional minutes have been adjusted to allow for 39 Professional Development Days of 60 minutes each 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 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 or Opportunity School	250
Community Day School	360

#### IV. TYPES OF DAY

A. Regular Day (RD) – This is a school's longest scheduled day. All online bell schedules must reflect a Regular Day schedule.

B. Minimum (MD) and Shortened Days (SD)

According to BUL-6144.2, all comprehensive schools are allowed to take up to a maximum of 10 Minimum Days with no Shortened Days, or up to 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. To help ensure accurate annual instructional minutes, the online bell schedule should reflect the total number of minimum and shortened days the school plans to have for the school year. This is accomplished by reflecting each Minimum and Shortened Day on the bell schedule Calendar.

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

C. Professional Development (PD) Days

Beginning with the 2023-24 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 2023-24
Elementary schools	39
Secondary schools	39

In the case where a school is approved to offer PD on a different day, the total number of PD days must equal 39 for 2023-2024.

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

**D. Common Planning Time (CPT) Days**

CPT is no longer a valid type of Day; therefore, it has been removed from the online bell schedule system. Middle schools may still hold common planning time activities. These activities may be held on PD Tuesdays, Shortened Days, and Minimum Days.

**E. Other Schedule (OS) Day**

Other Schedule (OS) is only an accommodation created in the online bell schedule system. There are up to 10 Other Schedules that a school may use to account for a schedule(s) that is different from their Regular Day, Professional Development Day, Shortened Day, or Minimum Day.

**V. ONLINE BELL SCHEDULE**

- A. The availability of the online bell schedule system will be announced in the Principal’s Portal. Step-by-step instructions for this system are available in the User Guide (click on the Help function of the online bell schedule system).
- B. In order for the District to verify compliance with the instructional minutes requirements, each school must enter and certify all bell schedules online. Schools are to use the online bell schedule system to enter and certify their bell schedules, as well as obtain approval for their planned minimum and shortened days for the year, and for their Back-to-School and Open House dates.

- C. In the 2023-2024 school year, secondary schools will continue to have the start times indicated in the table below:

Middle Schools	8:00 AM – 8:30 AM
Senior High Schools	8:30 AM
Educational Options Schools	8:30 AM – 9:00 AM

Regions’ Principal Supervisors will ensure that all schools are compliant with the above start times.

- D. Pupil-free Days

There will be no pupil-free days in the 2023-24 school year. Instead, there will be two optional employee preparation days which are scheduled outside of the instructional calendar. These days will not be reflected in the online bell schedule.

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

- F. SPECIAL NOTES FOR CONTINUATION SCHOOLS

Due to the unique attendance reporting requirements for continuation schools’ principal must:

1. Design the instructional program where class periods have consistent instructional minutes each day of the week. In the example below, Schedule A is acceptable because the Monday schedule is the same as the rest of the week. Schedule B is not acceptable because the class period minutes are not consistent each day of the week.

	Schedule A		Schedule B	
	Monday	Tue - Fri	Mon - Tue	Wed – Fri
Period 1	60	60	60	50
Period 2	45	45	45	50
Period 3	45	45	45	50
Period 4	45	45	45	50
Period 5	45	45	45	50
Homeroom	10	10	10	0
Total Mins.	250	250	250	250



2. If planned schedules deviate from rule 1 above, provide the planned schedules to Nancy Chavez, Coordinator, at [nchave2@lausd.net](mailto:nchave2@lausd.net), by Wednesday, June 28. The schedules will need to be reviewed for possible resolution, then approved by the Division of Instruction before principal may certify their online bell schedule.
3. The State requires that continuation school attendance be reported in clock hours. Therefore, a class period that exceeds 60 minutes will have two attendance reporting periods in MiSiS.

For example: Period 1 is scheduled for 75 minutes. In MiSiS, Period 1 teachers will report attendance for the first 60 minutes and the last 15 minutes of class.

4. 4x4 Schedule Type: If a continuation school is approved to continue with the implementation of a 4x4 schedule, school must meet the following additional guidelines:
  - a. School must offer 4 class periods, excluding Homeroom.
  - b. Each class period must be offered for at least 72 instructional minutes daily.
  - c. In MiSiS, the appropriate term should be used, e.g., A-Track Fall – First Half, A-Track Fall – Second Half, etc.
5. The online bell schedule must be certified no later than the certification due date to allow MiSiS time to configure the teachers' attendance reporting screens based on instructional minutes assigned per class period.
6. Since continuation schools' Average Daily Attendance (ADA) is based on the minutes assigned to each of the class periods, school may not change its bell schedule after the MiSiS system has been configured for the class period minutes. **The certified schedule must be followed for the entire school year.**

## VI. SCHOOL CERTIFICATION DUE DATE

The due dates for schools to certify their bell schedules are **Friday, July 28, 2023** for continuation schools, and **Friday, August 25, 2023** for all other schools. Schools should start working on their Shared Decision-Making process early in order to finalize their 2023-24 bell schedules by the certification due date.

## VII. 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 2023-2024 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 might fall 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 2023-2024 school year should be communicated to Attendance and Enrollment Section before implementation to ensure compliance with the requirements.

## VIII. REGION MONITORING AND APPROVAL

Schools' bell schedules are subject to review and approval by Region Principal Supervisors or their designees. The due date to complete the review and approval of school-certified bell schedules is **Friday, September 8, 2023.**

Principal Supervisors or designees have access to their schools' certified online bell schedules and can monitor the progress of their schools' certifications through the online bell schedule system. Principal Supervisors should ensure that their schools certify their bell schedules by the due date.

Changes in a Principal Supervisor's school assignments should be communicated to Steven Montes ([steven.montes@lausd.net](mailto:steven.montes@lausd.net)) of the Division of School Operations. This communication must include the following:

- School name
- 4-digit location code
- Principal Supervisor's name
- Principal Supervisor's employee ID

Any magnet center or dual language center associated with a school should be listed separately with its own location code. If submitting a comprehensive list of schools, indicate the specific school(s) to be updated.

Region Administrative Assistant should notify Steven Montes of changes in a timely manner to avoid unnecessary delays in the Principal Supervisor's access to his/her schools' bell schedules.

**RELATED  
RESOURCES:**

BUL-6144.2 *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil-Free Days*, June 26, 2023

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

MEM-6015.11, *School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2023-2024)*, dated June 26, 2023

MEM-5787.11 *Back-to-School and Open House Activities for 2023-2024* dated June 5, 2023

Education Code sections 35160, 46201, 46203, 46170, 46180, 48663

**ASSISTANCE:**

For assistance or further information, please contact the Attendance and Enrollment Section at [AttendanceEnrollmentSection@lausd.net](mailto:AttendanceEnrollmentSection@lausd.net).