



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, School Day**

SUBJECT: **Length of 7-12 School Day**

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**A. PURPOSE AND SCOPE**

1. To provide guidelines for establishment of daily schedules in secondary schools and to define the regular school day and the minimum day for attendance of secondary school students.
2. **Related Procedures:**  
 Length of K-6 school day .....4022  
 Graduation from Senior High School ..... 4770

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy F-1200, F-1250, F-1300, H-3500, H-6500, H-7900, H-8400; California Education Code sections 46100, 46140-46147, 46160-46162, 46201.3, 46201.5, 46300, 48200, 52316; California Code of Regulations, Title 5, Sections 402-403, 5570.
2. The Board of Education shall fix the length of the school day for secondary schools. (Education Code section 46100)
3. Length of the school day established for secondary students shall be equal to or exceed standards fixed by the Board of Education, California Education Code, and California Code of Regulations, Title 5.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Deputy Superintendent of Academics.
2. **Definitions**
  - a. **Regular school day for full-time students:** Schedule of classes comprising the normal daily program of full-time students.
  - b. **Minimum day:** A shortened school day for students, which constitutes a day of attendance for claiming state apportionment.
  - c. **Passing time:** Length of time allowed for students to pass from classroom to classroom. Traveling time from home to school, school to home, or to and from other programs (such as ROP) is not credited as passing time. One passing time is credited for periods straddling a lunch break, but must be distinct from actual lunch periods (i.e., in a six-period day, five passing periods between classes may be credited toward instructional time).

- d. **Attendance:** Act of being present at school or other designated location and engaged in required educational activities under immediate supervision and control of a certificated employee.
- e. **Schedule:** Plan of assignment of students to classes at one or more school sites, in work experience, or related activities for instructional purposes.

## D. IMPLEMENTATION

### 1. Responsibility for Scheduling

- a. **Principal** of each secondary school is responsible, subject to approval of the Area Superintendent, for establishing a schedule of classes in his/her school. Schools shall not deviate from approved schedule without approval of the Area Superintendent. Site records shall be maintained verifying the school calendar (regular days/minimum days) and length of instructional day.
- b. **Board of Education** may declare a shortened day for students; however, all students shall not be scheduled for less than minimum day.
- c. **Superintendent** may permit one or more schools to observe a shortened day schedule; however, all students shall not be scheduled for less than minimum day.

### 2. Requirements of the School Day and Year

- a. Regular instructional day for students in grades 7-12 shall be determined by the Board of Education and shall not be less than 64,800 minutes/year including passing time, excluding lunch. Regular instructional day for students in grades 7-8 in a school with a grades K-8 configuration, however, shall not be less than the 62,835 minutes/year including passing time, excluding lunch (Education Code section 46201.5).
- b. The required number of instructional days/minutes for each school year is set forth in Education Code section 46200 *et seq.* State budget challenges have allowed school districts to offer less than the required 180 school days in some fiscal years.
- c. A minimum day for students enrolled in comprehensive secondary schools shall be not less than 240 minutes inclusive of passing time but exclusive of lunch periods and nutrition periods or “breaks.” (Education Code section 46141)
- d. A minimum day for students enrolled in continuation schools and opportunity

classes shall be not less than 180 minutes, inclusive of passing time but exclusive of lunch periods and nutrition periods or “breaks.” (Education Code section 46144)

- e. “Passing time” is limited to passing from one class to another; passing before or after school may not be included. Time for passing from class to lunch may not be included but time for passing from end of lunch to class may be included. (Minutes devoted to “passing time” must be approved by the Area Superintendent.) (C.2.c.)
  - f. No student subject to compulsory school attendance, except those employed full time, may be scheduled during any day for less than minimum day as specified in C.2.b.
  - g. A minimum day for students in grades 11 and 12 is 180 minutes of attendance if the student is also enrolled part time in community college classes, or classes of the California State University or University of California for which academic credit is provided upon satisfactory completion of enrolled courses. Average daily attendance for these students is computed and reported as attendance for three-quarters of the full 240-minute minimum day. (Education Code section 46146)
  - h. A minimum day for students enrolled in ROP classes who have been excused from physical education because travel time resulted in hardship shall be 180 minutes (or 1800 minutes during ten consecutive school days), inclusive of passing time but exclusive of lunch periods and nutrition periods or “breaks.” (Education Code section 52316)
3. **Comprehensive Secondary Schools.** The interrelationship of school schedules, length of individual periods, and shortened days of attendance for some students require that the following standards be utilized:
- a. **Length of instructional day.** Students should be scheduled for a regular instructional day, under the immediate supervision and control of a certificated employee, of not less than 365 minutes inclusive of passing time but exclusive of lunch periods and nutrition periods or “breaks.”

Grade 12 students on track for graduation may be on less than a regular instructional day. They must meet the criteria in Section D.3.c. and have on file a “short-day” request signed by the parent/guardian and the appropriate school counselor, and which has been approved by the principal. A “short-day” schedule may also be granted for students enrolled concurrently in work experience programs, ROP, independent study, studying in an accredited post-secondary educational institution or for health reasons.

- b. **“Block” or alternate flexible time schedules.** Schools may not reduce overall length of an instructional day by adoption of a “block” or alternate flexible time schedule.
- c. **Grade 12 minimum course requirements.** Commencing with the first semester or quarter that begins after January 1, 1984, pupils in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses per quarter. If any pupil in grade 12 is required by medical prescription to attend school for less than five courses during the semester or the equivalent number of courses during the quarter, the average daily attendance allowed for that pupil's attendance shall bear the same proportion to one day of attendance as the number of courses in which the pupil is enrolled bears to five or the equivalent number for the quarter system.

However, this requirement shall not apply to pupils enrolled in regional occupational programs, regional occupational centers, courses at accredited postsecondary educational institutions, independent study, special education programs where the pupil's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the governing board which is equivalent to the approved high school course of study. (Education Code section 46145)

- d. Grade 12 students in their last semester or quarter before graduation, who are enrolled in an approved work experience education program who would complete all of the requirements for graduation by attending high school, except courses of physical education, may be in attendance for less than 180 minutes each day, upon the written request of a parent/guardian or upon request of the student if he/she is 18 years of age or older. (Education Code section 46147)

## **E. FORMS AND AUXILIARY REFERENCES**

1. Course of Study K-12
2. “Short Day” Request

## **F. REPORTS AND RECORDS**

1. “Short Day” Requests for students on less than a regular instructional day must be kept on file at the school.

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**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff