

Administrative Regulation

INSTRUCTION

Adjusted School Week

Adjusted School Week Schedule

A. Procedure for the Establishment of an Adjusted School Week:

1. Establish number of minutes in standard school day as provided in Policy 6112-- School Day.
2. Establish number of minutes in the school week by multiplying school day by five.
3. Establish a schedule providing for not less than minimum school day as provided in California Education Code Sections 46112 and 46113. The minimum day for grades 1, 2, and 3 is 230 minutes. The minimum day for grades 4, 5, 6, 7 and 8 is 240 minutes. The kindergarten schedule shall not be adjusted.
4. Subtract the number of minutes for the adjusted day schedule (step 3) from the total number of minutes of instruction per week (step 2) and divide remainder by 4.
5. Establish a four (4) non-adjusted day schedule to provide the number of minutes of instruction indicated by step 4.
6. Complete school schedule form.

Staff Development Plan for Adjusted School Week

A. Procedure for the Establishment of a Staff Development Plan:

1. Complete a Policy 6111 "School Staff Development Plan" form for the school year or all information contained on form.
2. Attach an analysis and explanation of how the program plan will affect other school and district services; i.e., schedules for transportation, cafeteria, central office.

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