

San Rafael City Schools
Instructional Minutes Calculation Worksheet
Fiscal Year 2016-17

School District: **San Rafael Elementary School District**

School Site: **Glenwood**

#093

Regular Days	Kinder- garten	Grades 1-3		Grades 4-5		
Start	8:45 AM	8:45 AM		8:45 AM		
End	1:45 PM	3:15 PM		3:15 PM		
Number of Hours	5:00	6:30		6:30		
Total Number of Minutes	300	390		390		
	*270 (250+20)	*285		*305		
Less:						
AM Recess Kinder = 20 min.	0	(15)		(15)		
PM Recess	0	(15)		0		
Lunch	(45)	(45)		(45)		
Actual Daily Instructional Minutes	255	315		330		M,T,Th,F=134
Number of Regular Days	168	134		134		W=34
Annual Minutes ~ Regular Days	42,840	42,210		44,220		Min Day=12
Minimum Days	Min. Day	Min. Day	Wednesday	Min. Day	Wednesday	
Start	8:45 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM	
End	12:30 PM	12:30 PM	1:45 PM	12:30 PM	1:45 PM	
Number of Hours	3:45	3:45	5:00	3:45	5:00	
Total Number of Minutes	225	225	300	225	300	
Minimum Minutes Per Day	230	240	240	240	240	
Absolute Minimum	170	180	180	180	180	
Less Recess Kinder = 20 min.	0	(15)	(15)	(15)	(15)	
Less Lunch	(30)	(30)	(45)	(30)	(45)	
Actual Daily Instructional Minutes	195	180	240	180	240	
Number of Minimum Days & Wed.	12	12	34	12	34	
Annual Minutes ~ Minimum Days	2,340	2,160	8,160	2,160	8,160	
Total Annual of Instructional Minutes	45,180	52,530		54,540		
Statutory Required Number of Minutes				54,000		
Minutes Required per Contract	48,600	51,300		54,900		
Required Minutes for District	48,600	51,300		54,900		
(Under) Over	Under Cap by: (3,420)	1,230		Above CDE Minimum (360)		

Approved: *Amy Woodwin*

Principal: *[Signature]*

Reviewed: *[Signature]*

Date: 8-1-2016

Date: 8/2/2016

Date: 7/29/2016

Daily Schedules

Glenwood Daily Schedules 2015-2016

Kindergarten		1st - 3rd		4th and 5th	
AM Recess	8:30 – 8:45	AM Recess	8:30 – 8:45	AM Recess	8:30 – 8:45
Morning Bell	8:45*	Morning Bell	8:45*	Morning Bell	8:45*
Morning Gathering (M/F)	8:45 – 9:00	Morning Gathering (M/F)	8:45 – 9:00	Morning Gathering (M/F)	8:45 – 9:00
Instruction Block	9:00-10:15	Instruction Block	9:00-10:30	Instruction Block	9:00-10:30
First Recess	10:15-10:45*	First Recess	10:30-10:45*	First Recess	10:30-10:45*
Instruction Block	10:45-12:15	Instruction Block	10:45-12:15	Instruction Block	10:45-12:15
Lunch (KN Yard)	12:15 – 12:40	Lunch	12:15-12:40	Lunch	12:15-12:40
Recess	12:40-1:00*	Recess	12:40-1:00*	Recess	12:40-1:00*
Instruction Block	1:00-1:45	Instruction Block	1:00-2:00	Instruction Block	1:00-3:15
K Dismissal (M-F)	1:45	Recess 1-3	2:00-2:15*	Dismissal	3:15*
		Instruction Block	2:15-3:15		
		Dismissal	3:15*		

*Ringing Bell

WEDNESDAYS: Everything is shifted back 15 minutes. The entire school is dismissed at 1:45. Start time remains the same.

MINIMUM DAYS: Entire school dismissed at 12:05 (*Back-to-School, Open House nights, and Conference Week*)

changed to 12:30