

**San Rafael City Schools**  
**Instructional Minutes Calculation Worksheet**  
**Fiscal Year 2017-18**

School District: San Rafael Elementary School District

**8:45-3:20**School Site: **Glenwood**

Regular Days	Grades TK-K	Grades 1	Grades 2-3	Grades 4-5	
Start	8:45 AM	8:45 AM	8:45 AM	8:45 AM	
End	3:15 PM	3:15 PM	3:15 PM	3:20 PM	
Number of Hours	6:30	6:30	6:30	6:35	
Total Number of Minutes	390	390	390	395	
	<b>*300</b>	<b>*300</b>	<b>*300</b>	<b>*320</b>	
Less:					
AM Recess	(30)	(15)	(15)	(15)	
PM Recess	0	(15)	(15)	0	
Lunch	(45)	(45)	(45)	(45)	
Actual Daily Instructional Minutes	315	315	315	335	M, T, Th, F=134
Number of Regular Days	134	134	134	134	W=34
Annual Minutes ~ Regular Days	<b>42,210</b>	<b>42,210</b>	<b>42,210</b>	<b>44,890</b>	Min Day=12

Minimum Days	Min. Day	Wednesday	Min. Day	Wednesday	Min. Day	Wednesday	Min. Day	Wednesday	
Start	8:45 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM	
End	12:15 PM	1:45 PM	12:15 PM	1:45 PM	12:15 PM	1:45 PM	12:15 PM	1:45 PM	
Number of Hours	3:30	5:00	3:30	5:00	3:30	5:00	3:30	5:00	
Total Number of Minutes	210	300	210	300	210	300	210	300	
Minimum Minutes Per Day	180	180	230	230	230	230	240	240	
Absolute Minimum	60	60	170	170	170	170	180	180	
Less Recess	0	(30)	0	(15)	0	(15)	0	(15)	
Less Lunch	(30)	(45)	(30)	(45)	(30)	(45)	(30)	(45)	
Actual Daily Instructional Minutes	180	225	180	240	180	240	180	240	BTSN - Sept
Number of Minimum Days & Wed.	12	34	12	34	12	34	12	34	Open House
Annual Minutes ~ Minimum & Early Release Days	2,160	7,650	2,160	8,160	2,160	8,160	2,160	8,160	8 Conf
									Last 2 Days

Total Annual of Instructional Minutes	<b>52,020</b>	<b>52,530</b>	<b>52,530</b>	<b>55,210</b>	
Statutory Required Number of Minutes (TK-K/1-3)	36,000	50,400	50,400	54,000	
Maximum Minutes per Contract	52,560	52,560	52,560	55,920	
Required Minutes for District	52,560	52,560	52,560	55,920	
(Under) Over	(540)	(30)	(30)	(710)	

Approved: \_\_\_\_\_

Principal: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: 6/23/17Date: 8/4/17

# Glenwood Daily Schedules 2017-2018

<u>Kindergarten</u>		<u>1<sup>st</sup>-3<sup>rd</sup></u>		<u>4<sup>th</sup> &amp; 5<sup>th</sup></u>	
Campus Open	8:30 – 8:45	Campus Open	8:30 – 8:45	Campus Open	8:30 – 8:45
Morning Bell	8:45*	Morning Bell	8:45*	Morning Bell	8:45*
Instruction Block	8:45-10:15	Instruction Block	8:45-10:30	Instruction Block	8:45-10:30
First Recess	10:15-10:45*	First Recess	10:30-10:45*	First Recess	10:30-10:45*
Instruction Block	10:45-12:30	Instruction Block	10:45-12:30	Instruction Block	10:45-12:30
Lunch (KN Yard)	12:30-1:15*	Lunch	12:30-1:15*	Lunch	12:30-1:15*
Instruction Block	1:15-2:00	Instruction Block	1:15-2:15	Instruction Block	1:15-3:15
Quiet Recess	2:00-2:30*	Recess 1-3	2:15-2:30*		
Instruction Block	2:30-3:15	Instruction Block	2:30-3:15		
Dismissal	3:15*	Dismissal	3:15*	Dismissal	3:20*
Campus Open	3:15-3:30	Campus Open	3:15-3:30	Campus Open	3:15-3:30
Bus Leaves	3:30	Bus Leaves	3:30	Bus Leaves	3:30

\*Ringling Bell

<u>Early Release Wednesday</u>		<u>Early Release Wednesday</u>		<u>Early Release Wednesday</u>		<u>Early Release Wednesday</u>	
<u>Kindergarten</u>		<u>1<sup>st</sup> Grade</u>		<u>2-3 Grade</u>		<u>4-5 Grade</u>	
Campus Open	8:30 – 8:45	Campus Open	8:30 – 8:45	Campus Open	8:30 – 8:45	Campus Open	8:30 – 8:45
Morning Bell	8:45*	Morning Bell	8:45*	Morning Bell	8:45*	Morning Bell	8:45*
Instruction Block	8:45-10:00	Instruction Block	8:45-10:15	Instruction Block	8:45-10:15	Instruction Block	8:45-10:15
First Recess	10:00-10:30*	First Recess	10:15-10:30*	First Recess	10:15-10:30*	First Recess	10:15-10:30*
Instruction Block	10:30-12:15	Instruction Block	10:30-12:15	Instruction Block	10:30-12:15	Instruction Block	10:30-11:50
Lunch Recess	12:15-1:00*	Lunch Recess	12:15-1:00*	Lunch Recess	12:15-1:00*	Lunch Recess	11:50-12:35*
Instruction Block	1:00-1:45	Instruction Block	1:00-1:45	Instruction Block	1:00-1:45	Instruction Block	12:35-1:45
Dismissal	1:45*	Dismissal	1:45*	Dismissal	1:45*	Dismissal	1:45*
Campus Open	1:45-2:00	Campus Open	1:45-2:00	Campus Open	1:45-2:00	Campus Open	1:45-2:00

<u>Minimum Day</u>	
AM Recess	8:30 – 8:45
Morning Bell	8:45*
Instruction Block	8:45-10:00
Lunch/Recess	10:00-10:30*
Instruction Block	10:30-12:15
Dismissal	12:15*

Minimum Days: Back-to-School, Open House, Conference Weeks (Tuesday-Friday), and the last two days of school

Morning Gatherings are on Monday and Friday 8:45-9:00AM