

## GENERAL GUIDELINES

The following general guidelines are provided to help you in calculating the required annual number of instructional minutes per grade level:

### A. **KINDERGARTEN Minimum 36,000 (Excluding lunch ONLY)**

**FSD mandated range: 37,022-37,922**

1. Recess is counted as part of instructional minutes IF supervised by certificated employee
2. Lunch may be counted as part of instructional minutes if supervised by certificated employee. State law requires any instructional day of 180 minutes or longer include a lunch period. A MINIMUM of 10-minutes for lunch is recommended.
3. Daily classroom minutes CANNOT exceed 240 minutes (Excluding recess and lunch).
4. To retain Option 2 CSR funding, half of the daily instructional minutes offered must be in a 20:1 or less setting. Please review the recess and lunch scheduling for kindergarten to be sure that you are in compliance.

### B. **GRADES 1 - 3 Minimum 50,400 (State Requirement)**

**FSD mandated range: Grade 1: 52,527-53,427**

**Grade 2: 52,739-53,639**

**Grade 3: 53,295- 54,195**

1. Recess is NOT counted as instructional minutes.
2. Lunch is NOT counted as instructional minutes.
3. State law requires any instructional day of 180 minutes or longer include a lunch period. A MINIMUM of 10-minutes for lunch is recommended. (Less than 10-minute lunches are subject to question by federal/state auditors.)

### C. **GRADES 4 - 6 Minimum 54,000 (State Requirement)**

**FSD mandated range: Grades 4-6: 54,876-55,776**

1. Recess is NOT counted as instructional minutes.
2. Lunch is NOT counted as instructional minutes.
3. State law requires any instructional day of 180 minutes or longer include a lunch period. A MINIMUM of 10-minutes for lunch is recommended. (Less than 10-minute lunches are subject to question by federal/state auditors.)

### D. **GRADES 7 - 8 Minimum 60,896 (1982 Base year...State Requirement)**

1. Recess is NOT counted as instructional minutes.
2. Lunch is NOT counted as instructional minutes.
3. State law requires any instructional day of 180 minutes or longer include a lunch period. A MINIMUM of 10-minutes for lunch is recommended. (Less than 10-minute lunches are subject to question by federal/state auditors.)

**E. SPECIAL DAY CLASSES (SDC)**

SDC students are required to have the same number of instructional minutes as students of the same age in regular classrooms. (Exception: If a student's I.E.P. requires a shorter/longer day.)

**F. ABSOLUTE MINIMUM DAY LENGTH and 10-DAY AVERAGING RULE**

1. Absolute Minimums: Kindergarten 60 minutes (Includes recess...excludes lunch)  
1-3 170 minutes (Does not include recess or lunch)  
4-8 180 minutes (Does not include recess or lunch)
2. 10-day Averaging Rule: This rule basically states that the combined minutes over any 10-day period during the school year must AVERAGE no less than 180 minutes for Kindergarten, 230 minutes for Grades 1-3, and 240 minutes for Grades 4-8.

*(NOTE: This is sometimes a sensitive area when conference days are being calculated.)*

**G. CHANGES TO INSTRUCTIONAL MINUTES (AKA BELL SCHEDULE)**

If you plan to change your start or end times from the prior year, and you have students bussed into your school, please consult with the Director of Transportation at Ext. #455 as soon as possible to be certain transportation can be accomplished. If breakfast or lunch times are to be impacted, please consult with the Director of Food Services at Ext # 435.

If you wish to change your schedule during the year, please process a "Request for Change in School Calendar and/or Bell Schedule" located in the District's Forms Library under Business Office.

