



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6113.1

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## Instruction

### Special Schedules

#### 1. Purpose and Scope

To implement Board Policy 6113.1 and outline the administrative regulations and procedures governing minimum day schedules or student-free days.

#### 2. Regulation

A. All school schedules that reduce the normally scheduled instructional time shall comply with all provisions of the Education Code regarding minimum allowable instructional time.

##### (1) Staff development student-free days:

- (a) Up to four (4) student-free days may be scheduled for staff development purposes. Additional student-free days up to the limit of eight (8) as permitted by the Education Code may be approved by the Superintendent.
- (b) No such student-free days are to be scheduled consecutively, before/immediately after a holiday, or a long holiday weekend.
- (c) An agenda that clearly states the objectives to be met shall be submitted to the Superintendent prior to receiving final approval for a student-free day.
- (d) Any exceptions to the above regulations shall be approved by the Superintendent prior to planning the student-free day.

##### (2) Final exam/test administration schedules

Reduced schedules may be planned to accommodate test administration such as semester final exams, state and district tests, and district proficiency exams.

Special Schedules (continued)

- (a) Where the school's schedule is modified to provide for administration of a test which affects only a portion of the entire student body, instructional activities shall be provided for the remaining students so that the minimum schedule for every student is not less than 180 minutes.
  - (b) Reduced schedules for testing purposes shall be submitted to the Superintendent for review at least three weeks prior to the testing date. When possible, testing schedules for the entire year should be submitted in September.
- (3) Minimum day schedules for purposes other than testing shall be limited as follows:
- (a) No more than one minimum day may be scheduled in any two-week period.
  - (b) Minimum days may not be scheduled prior to or following any holiday or vacation period.

Regulation  
approved: 11/10/87  
Revised: 9/24/91  
Revised: 11/9/93