

INFORMATION CIRCULAR NO.
School Operations Division No.

SAN DIEGO CITY SCHOOLS

DRAFT₁

Date:

To: K-12 Principals

Subject: YEAR-ROUND PROGRAMS IN SCHOOLS

Department and/or
Persons Concerned: K-12 Principals

Reference: Procedure No. 5080

Information in Brief:

The information below is being provided to assist you with the guidelines for initiating a year-round program. Requests to consider a year-round schedule may be initiated by the district, the school staff, PTA executive board, a community advisory council, or a representative group of parents at a school. The principal, upon receiving such a request, will send a written notice of intent to conduct a feasibility study to the appropriate K-12 area assistant superintendent. When written notification of approval to conduct study is obtained, the following requirements must be met:

1. Receives central impact survey information from the area assistant superintendent and includes the findings when communicating with interested groups.
2. Meets with area assistant superintendent to plan an appropriate study.
3. Schedules a series of meetings with staff, school/community groups, and parents to discuss advantages as well as options available under a year-round schedule.
 - A. Holds first meeting no later than November 15; schedules a minimum of one evening and one daytime meeting.
 - B. Announces meeting at least five school days in advance of scheduled dates.
 - C. Provides interpreters at meetings if school has non-English speaking students and parents.
4. Provides informational materials for parents and staff including both pros and cons of a year-round program. The language needs of the community must be met to insure translations of similar information.

5. Upon completion of meetings, conducts survey of classified and certificated staff. Conducts survey among parents of all students except seniors in the school. (i.e. kindergarten through fifth grade at a K-6 school.) The results of parent survey must indicate at least a 60% vote in favor of a year-round school calendar.
 - A. Mails one ballot per family to each residence to insure that every family has one vote.
 - B. Maintains accurate records of all procedural requirements.
 - C. Assures ballots are counted by a committee of at least five members including staff and parents representing both pro and con voters.
6. Submits request to implement a schedule change no later than March 1, 1984, to the area assistant superintendent, including a description of surveys made and the subsequent results of the survey. Attaches copies of all informational materials provided to parents and staff.

If you have any questions concerning the year-round program, please contact your area assistant superintendent.

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APPROVED:

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EC:JS
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