



Southern California Conference of Seventh-day Adventists®

Office of Education

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Weekly Schedule Audit

School Year: _____

School: _____ Grade level(s) _____

MONDAY – FRIDAY A.M.

School Begins	Lunch Begins	# Minutes Break/Recess	Total Instructional Time

MONDAY – THURSDAY P.M.

Lunch Ends	Dismissal Time	#Minutes Break/Recess	Total Instructional Time

FRIDAY P.M.

Lunch Ends	Dismissal Time	#Minutes Break/Recess	Total Instructional Time

SUMMARY

Monday – Friday a.m. Total Instructional Time _____ x 5 = _____

Monday – Thursday p.m. Total Instructional Time _____ x 4 = _____

Friday p.m. Total Instructional Time _____

Instructional Time Weekly Total _____

PACIFIC UNION CONFERENCE POLICY:

Grades 1 and 2: 24 hours per five-day week, exclusive of lunch, including recess and passing time*

Grades 3 - 8: 25 hours per five-day week exclusive of lunch, recess and passing time*

The Friday schedule may be shortened, provided the weekly time requirements are met

*Passing time is defined as the minutes expended when students change learning locations

Remember to list quarter-hour, half hour and three-quarter-hour increments as :15, :30, and :45 rather than .25, .50, and .75.