



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 week exclusive of lunch and recess

Grades 3 and 4:**26** hours and **30** minutes per week exclusive of lunch and recess

Grades 5 and 6:**29** hours per week exclusive of lunch and break/recess

Grades 7 thru 10:**29** hours per week exclusive of lunch and break/recess

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