



## Policies & Procedures Manual

<b>Policy Number:</b> GE-19	<b>Issued/Revised:</b> 7/1/13
<b>Policy Section:</b> GENERAL	<b>Policy Owner:</b> School Finance
<b>Subject:</b> PASSING TIME	

### I. PURPOSE:

The purpose of this guideline is to clarify the amount of passing time that may be included in calculations of the total instructional hours offered to students and the procedure for instances where the limit in passing time is exceeded.

### II. GUIDELINE:

- A. Passing time is the time it takes for a student to physically travel from one Board approved course of study to another Board approved course of study. Passing time may be counted at the beginning of the period or at the end of the period, but not both.
- B. A total of seven (7) minutes or less of passing time can be included in calculating the annual instructional hours. Annual instructional hours are specified in A.R.S. § 15-901.
  - a. Passing time between a Board approved course of study offered by a member district of a Joint Technical Education District (JTED) and a Board approved course of study offered by a JTED on the same member district campus may be included in the calculation of annual instructional hours by the member district. (II.B.a effective 7/1/2012)
- C. Passing time not allowed:
  - a. Passing time in excess of seven (7) minutes shall not be included in calculating the annual instructional hours required in A.R.S. § 15-901.
  - b. Passing time to or from one instructional program to a non-instructional program such as lunch, homeroom, study hall and recess shall not be included in the calculation of annual instructional hours.

### III. PROCEDURE:

If school districts or charter holders are not in compliance with annual classroom instructional hours pursuant to A.R.S. § 15-901, then annual equalization funding will be prorated accordingly.

### RELATED FORM(S)/LINK(S):

Attorney General's Opinion [No. 108-009 \(R08-037\)](#)

### CONTACT:

If you have any questions related to this policy, please contact your ADE School Finance Account Analyst (<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>).

### POLICY HISTORY (SUPERCEDES):

GE-19 Rev. 10/12 and prior