




BULLETIN

SUBJECT: 2017-18 Bell Schedules **2017-18 NO. BS-8**

TO: All School Principals

DATE: July 28, 2017

PREPARED BY: Karen Wiker, **DEPARTMENT:** Internal Audit

REVIEWED BY: Gerardo Castillo, CPA **APPROVED:** 
Chief Business Officer

In follow-up to the bulletin posted June 12, 2017, this is a reminder to submit your 2017-18 bell schedule and instructional minutes template to Internal Audit for approval asap.

We greatly appreciate your assistance in ensuring that the instructional minutes for your school are compliant with both Education Code and contract requirements. All 2017-18 daily schedules, including regular, minimum day, and testing schedules, should be submitted to Internal Audit so that the calculation of the 2017-18 instructional minutes can be validated prior to the first day of the new school year on August 31, 2017.

Please use the attached 2017-18 template as this is the updated document. This will provide the ability for you to enter your start and dismissal times, as well as instructional period times and recess/lunch breaks. All alternative testing schedules should be included in the template; including the number of days this schedule will be followed, to ensure your schedule meets the daily and annual requirements, per Ed Code. Attached is the updated instructional minutes guideline for your reference.

Please email your completed bell schedule template, along with your draft daily schedules, to me at wikerk@scusd.edu.

If you have any questions, please feel free to contact me via email or at 643-7975.

Attachments: Bell Schedule Templates
Instructional Minutes & Bell Schedules General Guidelines

cc: Lisa Allen, Deputy Superintendent
Doug Huscher, Assistant Superintendent of Equity
Mary Hardin Young, Area Assistant Superintendent
Tu Moua-Carroz, Area Assistant Superintendent
Chad Sweitzer, Area Assistant Superintendent
Olga Simms, Area Assistant Superintendent