



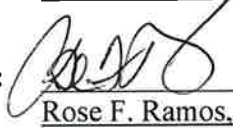
BULLETIN

SUBJECT: 2023-24 Bell Schedules **2022-23 NO. BS-26**

TO: All School Principals

DATE: April 17, 2023

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

REVIEWED BY: Rose F. Ramos,
Chief Business and Operations
Officer **APPROVED:** 
Rose F. Ramos,
Chief Business and
Operations Officer

We greatly appreciate your assistance in ensuring that the instructional minutes for your school are compliant with both Education Code and SCTA contract requirements. All 2023-24 daily schedules, including regular, Collaborative Thursday, shortened day, rally, and testing schedules should be submitted to Internal Audit no later than May 1, 2023 so that the calculation of your 2023-24 instructional minutes can be approved prior to the first day of the new school year.

Per AB 130 requirements, Transitional Kindergarten (TK) minutes are required to meet the same 200 Traditional Kindergarten daily instructional minutes. If your school will be offering TK in the 2023-24 school year, remember to include your TK schedules on both your bell schedule and instructional minutes template. If you are offering TK after school programs, you are not required to include on your bell schedule, as these are not included in the instructional minutes.

Please use the attached 2023-24 template. This provides the ability for you to enter your start and dismissal times, as well as instructional period times and recess/lunch breaks, and number of days each schedule will be followed. If you plan to make any changes from your school's current bell schedule, all proposed changes will need to be approved by your IAS prior to submitting to Internal Audit.

Please email your draft 2023-24 bell schedule **AND** your electronically signed instructional minutes template for Internal Audit approval to wikerk@scusd.edu. If you have any questions, please feel free to contact me via email or at (916) 643-7975.

Attachments: 2023-24 Instructional Minutes Template
Instructional Minutes & Bell Schedules General Guidelines

cc: Lisa Allen, Deputy Superintendent
Yvonne Wright, Chief Academic Officer
Vanessa Buitrago, Instructional Assistant Superintendent
Tuan Duong, Instructional Assistant Superintendent
Enrique Flores, Instructional Assistant Superintendent
Aprille Shafto, Instructional Assistant Superintendent