



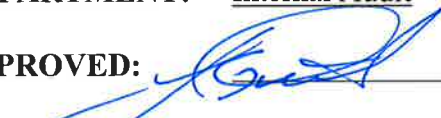
BULLETIN

SUBJECT: 2019-20 Bell Schedules **2018-19 NO. BS-23**

TO: All School Principals

DATE: March 15, 2019

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

REVIEWED BY: John Quinto, Ed.D. **APPROVED:** 
Chief Business 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 2019-20 daily schedules, including regular, minimum day, and testing schedules, should be submitted to Internal Audit no later than May 1, 2019 so that the calculation of the 2019-20 instructional minutes can be validated prior to the first day of the new school.

Please use the attached 2019-20 template. 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.

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

If you have any changes to your bell schedule times or classrooms, please submit the attached Bell Scheduling Form to the Electronics Department once you receive approval from Internal Audit.

If you have any questions, please feel free to contact me via email or at (916) 643-7975.

Attachments: Bell Schedule Templates
Instructional Minutes & Bell Schedules General Guidelines
Electronics Department Bell Scheduling Forms

cc: Lisa Allen, Deputy Superintendent
Christine Baeta, Instructional Assistant Superintendent
Mary Hardin Young, Instructional Assistant Superintendent
Tu Moua-Carroz, Instructional Assistant Superintendent
Olga Simms, Instructional Assistant Superintendent
Chad Sweitzer, Instructional Assistant Superintendent