



---

## BULLETIN


---

**SUBJECT:** 2020-21 Bell Schedules **2019-20 NO. BS-27**

**TO:** All School Principals

**DATE:** March 20, 2020

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

**REVIEWED BY:** Rose F. Ramos **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 2020-21 daily schedules, including regular, minimum day, and testing schedules, should be submitted to Internal Audit no later than May 1, 2020 so that the calculation of your 2020-21 instructional minutes can be validated prior to the first day of the new school year.

Please use the attached 2020-21 template. This provides 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.

If you plan to make any changes to your 2020-21 bell schedule from your 2019-20 bell schedule, all changes, including recess and lunch times, proposed changes will need to be approved by your IAS prior to submitting to Internal Audit. Please factor IAS approval time into your submission time to ensure you submit to Internal Audit by the May 1, 2020 deadline.

Please email your completed bell schedule template, along with your draft daily schedules, to me at [wikerk@scusd.edu](mailto:wikerk@scusd.edu). 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, Chief Academic Officer  
Mary Hardin Young, Instructional Assistant Superintendent  
Kimberly Mackey, Instructional Assistant Superintendent  
Tu Moua-Carroz, Instructional Assistant Superintendent  
Olga Simms, Instructional Assistant Superintendent  
Chad Sweitzer, Instructional Assistant Superintendent