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## BULLETIN

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**SUBJECT:** 2022-23 Bell Schedules 2021-22 NO. BS-17

**TO:** All School Principals

**DATE:** April 18, 2022

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

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

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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 2022-23 daily schedules, including regular, Collaborative Thursday, shortened day, rally, and testing schedules, should be submitted to Internal Audit no later than May 2, 2022 so that the calculation of your 2022-23 instructional minutes can be validated prior to the first day of the new school year. Per AB 130 requirements, effective 2022-23 school year, Transitional Kindergarten minutes need to be verified to ensure compliance in offering the same required Traditional Kindergarten instructional minutes.

Please use the attached 2022-23 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. Per SB 328, effective July 1, 2022, the school day for middle schools can longer begin earlier than 8:00 a.m. and high schools can longer begin earlier than 8:30 a.m.

Please email your draft 2022-23 bell schedule and your electronically signed instructional minutes template for Internal Audit approval to [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: Updated Instructional Minutes & Bell Schedules General Guidelines  
2022-23 Instructional Minutes Template

cc: Lisa Allen, Deputy Superintendent  
Christine Baeta, Chief Academic Officer  
Tu Moua-Carroz, Instructional Assistant Superintendent  
Tuan Duong, Instructional Assistant Superintendent  
Aprille Shafto, Instructional Assistant Superintendent  
Chad Sweitzer, Instructional Assistant Superintendent