ONLINE BELL SCHEDULE SYSTEM – What's new for 2024-25?

A. ALL SCHOOLS – All schools are required to offer breakfast and lunch during each school day, with adequate time for students to eat, including on Minimum Days. Refer to the interoffice correspondence (IOC – Additional Guidance for Minimum Day Bell Schedules) issued jointly by the Division of Instruction and Food Services Division on June 7, 2024. The online bell schedule system will validate that Lunch is scheduled for at least 20 minutes on Minimum Days.

Note: The requirement to schedule lunch during each school day also applies to Options schools (i.e., Continuation schools, Opportunity schools, and Community Day Schools).

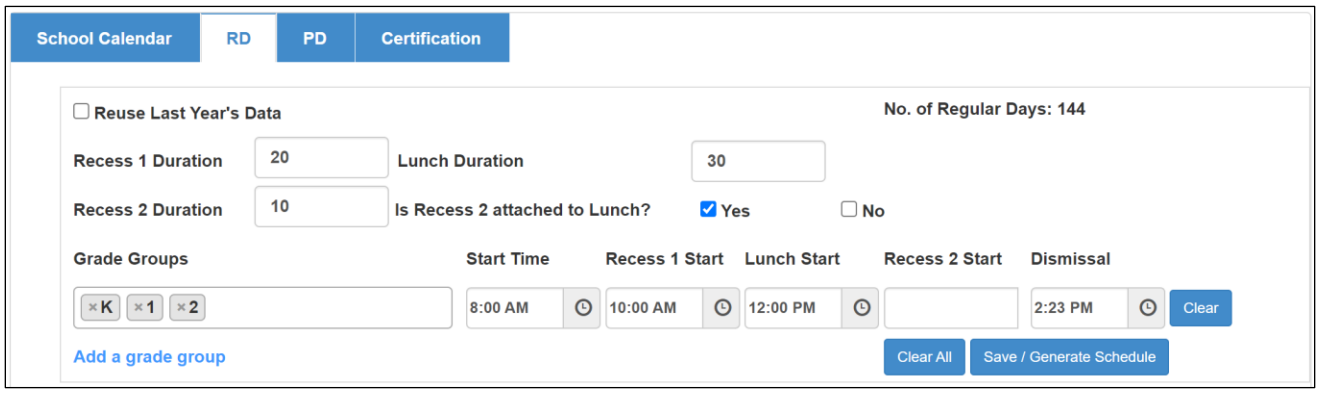
B. ELEMENTARY SCHOOLS/SPAN –As indicated in BUL-6144.3, elementary schools and elementary grade levels of span schools must now meet minimum required minutes for Recess. On Regular Days, recess must be at least 30 minutes, which could be offered in one period or two. On early release days (i.e., PD, SD, MD), recess must be at least 15 minutes. To accommodate the new requirements, the online bell schedule system now reflects Recess 1 and Recess 2 on elementary bell schedules.

1. Recess 1 – Recess 1 corresponds to the prior years' Recess period. In other words, Recess 1 is the break before the Lunch period. When "Reuse Last Year's Data" option is selected, Recess 1 will be populated with the recess minutes from the 2023-24 school year.

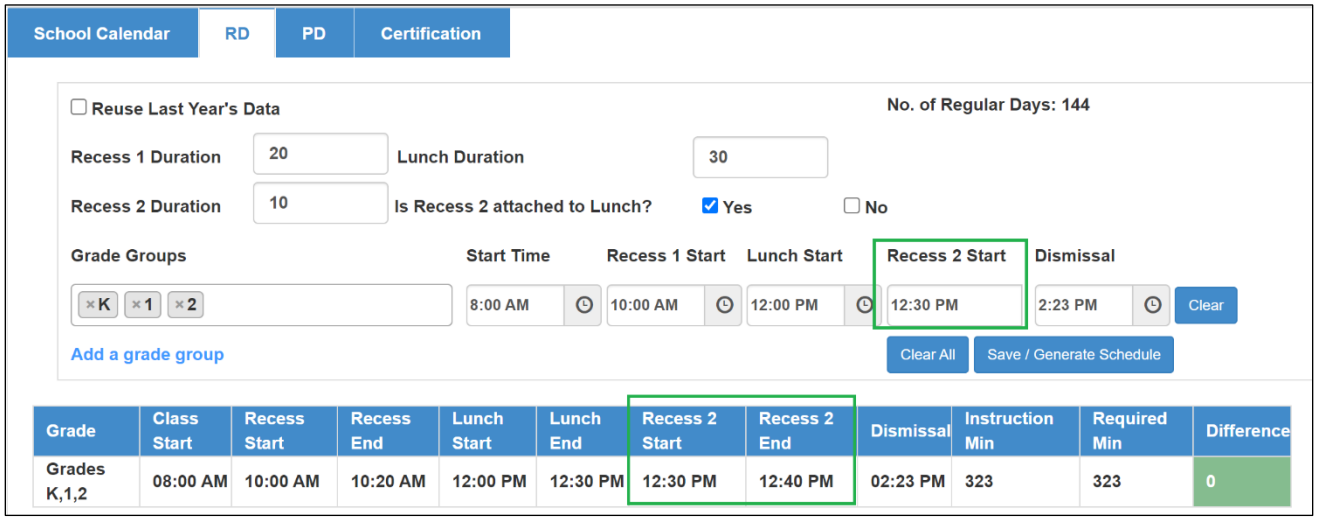
2. Recess 2 – Recess 2 is the break after the Lunch period. Recess 2 may be used to re-designate part of the lunch period as recess to meet the recess minutes requirement. In other words, if your Regular Day schedule normally has 20 minutes recess and 40 minutes lunch, the lunch period may be re-designated as 30 minutes lunch and 10 minutes recess to be compliant with the 30-minute recess requirement (see sample below).

	Day Start	Recess 1 Start	Recess 1 End	Lunch Start	Lunch End	Recess 2 Start	Recess 2 End	Day End	Instr. Minutes
2023-24	8:00	10:00	10:20	12:00	12:40			2:23	323
2024-25	8:00	10:00	10:20	12:00	12:30	12:30	12:40	2:23	323

In the online bell schedule system, the 2024-25 schedule above will be entered as shown below. When the "Yes" box is checked in response to the question "Is Recess 2 attached to Lunch?", leave the Recess 2 Start field blank. If the "No" box is checked (which means that instructional time will occur between the end of Lunch and beginning of Recess 2), indicate the start time for Recess 2.



When the Save/Generate Schedule button is clicked with the above information, the system will populate the Recess 2 Start field and display the Recess 2 Start and End times in the schedule based on the minutes allocated to Lunch and Recess 2 (see green boxes below).



NOTE:

1. The IOC, BUL-6144.3, and other bell schedule-related documents are available in the Online Bell Schedule Resources page.

2. When creating bell schedules, keep in mind the following additional requirements:

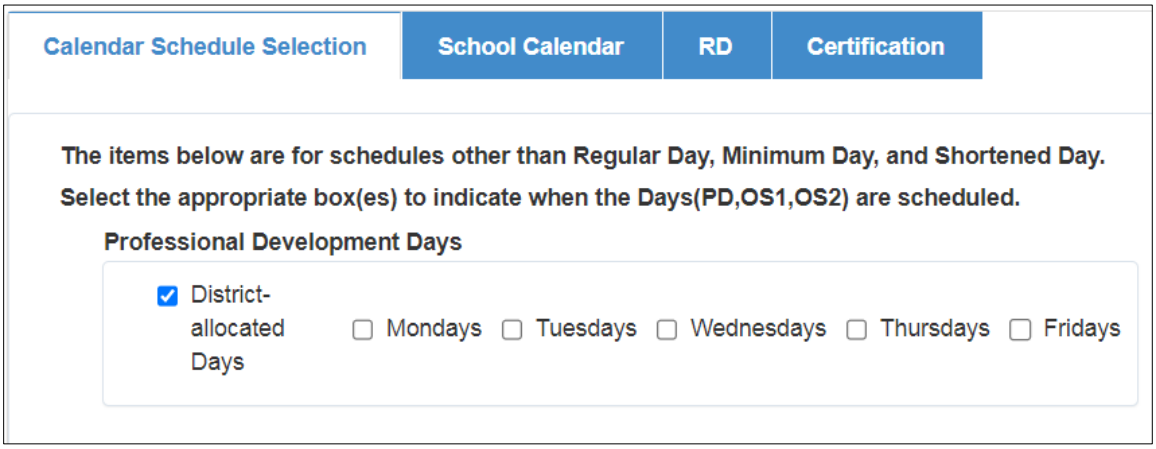
   a. Students' lunch period must be at least 20 minutes.
   b. There should be uninterrupted teacher lunch period of no less than 30 minutes.
   c. There should be no changes to the onsite obligation of teachers and/or other employees.
   d. Professional Development days, Shortened Days, and Minimum Days must comply with District policy and contractual requirements.

ONLINE BELL SCHEDULE SYSTEM – CONTINUING INTO 2024-25

A. Access – The online bell schedule system is accessible within the LAUSD network only. To access the system remotely, connect to the LAUSD network with GlobalProtect VPN App.

B. Calendar Schedule Selection

1. Professional Development (PD) Days -- Professional Development banked-time days is scheduled every Tuesday. Selecting either District-allocated Days or Tuesdays for Professional Development Days will have the same result on the School Calendar for all schools following the Board-approved calendar. For school-specific calendars, click on Tuesdays to have all Tuesdays marked as PD.



2. Pupil-free Days – There are no pupil-free days in 2024-25.

C. Instructional Days -- The School Calendar tab reflects 183 instructional days.

D. Instructional Minutes

1. Daily instructional minutes – See table below for the daily requirements.

Daily Instructional Minutes – Comprehensive Schools			
Type of School Day	**Elementary**	**Middle**	**High**
Regular Day	323	383	383
Shortened Day	288	318	318
Professional Development Day	263	323	323
Minimum Day	253	253	253

Note: There is no change to the daily instructional minutes of Continuation schools, Opportunity Schools, and Community Day Schools.

2. Minimum annual instructional minutes for comprehensive schools

Minimum Annual Instructional Minutes Required	
Elementary Schools (grades TE/TK-6)	56,069
Middle Schools (grades 6-8)	66,449
High Schools (grades 9-12)	66,449

E. Validations in the Online Bell Schedule System

1. PD days – The system validates several things related to PD days:

   a. Number of PD Days – There are 39 PD days in 2024-25. User will not be able to certify if PD days are less than 39. If PD days are more than 39, user will be required to indicate the authorization received for the PD days. Enter the authorization in the first box of the Explanations, Exceptions, and Special Situations section.

b. Days of PD – PD days are to be held on Tuesdays. If a different day is marked as PD, the system will alert the user, and user will need to indicate the authorization received for the PD days. Enter the authorization in the first box of the Explanations, Exceptions, and Special Situations section.

c. PD day schedule – Per collective bargaining agreement, a PD schedule ends 60 minutes earlier than the Regular Day schedule.

- If PD schedule ends less than 60 minutes earlier than the Regular Day schedule, user will not be able to certify.
- If user enters a reverse PD schedule, user will not be able to certify. Contact Aileen Santos (aileen.santos@lausd.net).

2. Lunch – The system checks for a lunch period in the Regular Day schedule. User will not be able to certify unless schedule is corrected.

G. Minimum and Shortened Days Certification – These are reflected in the Certification tab of the bell schedule. Be sure to comply with the advanced notification requirements.

H. Clone Bell Schedule – The "Clone Bell Schedule" button copies the home school's bell schedule AND certifies the associated school's bell schedule.