

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District
Division of Instruction
Food Service Division

TO: All Principals

DATE: June 07, 2024

FROM: Frances Baez, PhD 
Chief Academic Officer

Manish P. Singh 
Director, Food Services Division

SUBJECT: ADDITIONAL GUIDANCE FOR MINIMUM DAY BELL SCHEDULES

The purpose of this communication is to provide additional guidance to schools regarding the requirements for minimum day bell schedules. In addition to the new requirement to have recess in elementary schools for 15 minutes on minimum days, there are also Food Services requirements. Under Education Code section 49501.5, school districts shall make a nutritionally adequate breakfast and lunch available, free of charge, with adequate time to eat during each day to any pupil who requests a meal.

To ensure these requirements are met, schools must schedule recess (for elementary schools) and lunch (for all schools) every day including on minimum days. This new lunch requirement on minimum days supercedes the policy which allows lunch to be served after the school day. Breakfast in the classroom is permissible and complies with Education Code section 49501.5. Elementary schools have the option of scheduling recess with lunch, with at least 15 minutes for recess and 20 minutes for lunch. New schedules reflecting the recess and lunch requirements should not change the onsite obligations of school employees.

For more information, please also see [BUL-61443.3 School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil Free Days](#), and [BUL-152911 Recess Minutes Requirement and Limits on Restricting Recess](#).

For questions regarding bell schedule requirements, please contact Aileen Santos at aileen.santos@lausd.net. For questions regarding breakfast and lunch programs, please contact Soniya Perl, Deputy Director of Food Services, at soniya.perl@lausd.net.

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