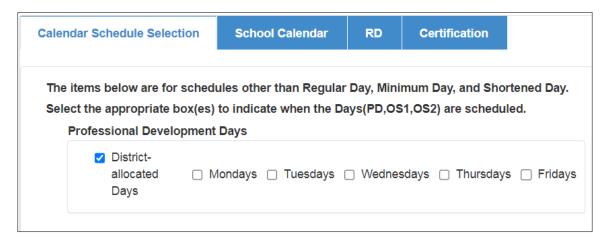# ONLINE BELL SCHEDULE SYSTEM – What's new for 2023-24?

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

B. **Calendar Schedule Selection**

1. Professional Development (PD) Days -- Beginning 2023-24 school year, Professional Development banked-time days will be 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 – For 2023-24, there are no pupil-free days. Therefore, the option to select a Spring pupil-free day has been removed. In addition, the requirement for the certification regarding the pupil-free day in the Certification tab has been deactivated.

C. **Instructional Days** -- The School Calendar tab will reflect 183 instructional days.

D. **Instructional Minutes** – Due to the increased number of Professional Development Days and the longer school year, daily and annual instructional minutes have been updated.

1. Daily instructional minutes – See table below for the new 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. Common Planning Time Day – This is no longer a valid type of school day and is therefore no longer available in the Online Bell Schedule System.

F. New Validations in the Online Bell Schedule System

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

   a. Number of PD Days – There are 39 PD days in 2023-24. 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 now 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 – As indicated in BUL-6144.2, the required notification periods with regards to scheduling minimum and/or shortened days have increased. These are reflected in the Certification tab of the bell schedule.

H. Clone Bell Schedule – Previously, clicking on the "Clone Bell Schedule" button will copy the home school's bell schedule to the associated schools but will not certify it. Now, the "Clone Bell Schedule" button will copy the home school's bell schedule AND certify the associated school's bell schedule.