



# San Diego Unified School District

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OFFICE OF THE CHIEF LOGISTICS OFFICER

**William A. Kowba**  
Chief Logistics Officer

## MEMORANDUM

**TO:** Chief School Improvement Officers, Principals  
**FROM:** A. Robinson via W. Kowba  
**DATE:** June 5, 2009  
**SUBJECT:** 2009-10 BELL SCHEDULE: 15-MINUTE TIME SHIFT

On Tuesday, June 2, 2009, the Board of Education approved the shift of all bell times forward by 15 minutes for the 2009-10 school year. This is reflected in the attached schedule which will be effective September 2009. It is requested that this information be disseminated to staff, parents, PTA groups, governance committees, and other stakeholder groups. Additionally, it should be posted on district and school web-sites.

Several assumptions were applied to revise the 2009-10 bell schedules:

- Creative Performing Media Arts (CPMA) + nine other bell-time changes were adjusted per board approval for 09-10.
- Twenty non-public schools were “anchored” at their current times.
- All other schools, without exception, were moved 15 minutes later in the a.m., p.m. and for their minimum day, if applicable.
- All services were also moved 15 minutes later including Late Activity trips, Special Education Therapy trips and Learning Centers.
- No atypical, middle or high school was given a bell time earlier than 7:30 a.m.
- No elementary school was given a bell time earlier than 7:35 a.m.

Of note, master schedules will need to be adjusted and resubmitted to accommodate the changes.

AR:WAK:mf

Enc.

c: Members of the Board of Education  
Superintendent  
Cabinet  
D. Rowlands  
C. Ward