

Bell Schedule Simulator Instructions

To gather input from stakeholders about our school bell schedules, Hillsborough County Public Schools has created a Bell Schedule Simulator that can be completed and submitted.

- The Bell Schedule Simulator will be available online from August 1-25, 2017.
- Individuals interested in submitting a bell schedule for consideration should **download** the Excel file from the website.
- After downloading and opening the file, you will see several different pieces of information. These include:
 - Rows 1-3 where the user will input the **school type, start time, regular release time, and early release dismissal time** options.
 - Only the **YELLOW** cells need to be completed before submitting.
 - Rows 7-16 in the simulator show the bell schedules that were proposed at the April 25, 2017 school board meeting. These are included for informational purposes only.
- The steps for submitting a proposal using the simulator file are also labeled in the Excel file.
- First, in the **YELLOW** A3 cell, use the pull-down menu to select the **school type**.
- Second, in the **YELLOW** B3 cell, use the pull-down menu to select a **start time**. The time must be between 7:00 AM and 9:55 AM. Values outside this range will not be allowed.
- Third, in the **YELLOW** D3 cell, use the pull-down menu to select a **Regular Release time**. This time refers to the school dismissal time on regular release days, which are currently Tuesday through Friday of each week. The time must be between 2:00 PM and 4:55 PM. Values outside this range will not be allowed.
- Fourth, in the **YELLOW** F3 cell, use the pull-down menu to select an **Early Release time**. This time refers to the school dismissal time on early release days, which are currently Monday of each week. The time must be between 1:00 PM and 3:55 PM and should be 1 hour before the regular release time selected.
- Fifth, scroll to the right to see if your proposal meets the number of required instructional minutes. This information will be shown in the **BLUE** R3 cell labeled **COMPLIANCE**.
 - If the number is negative (shown with parentheses around it), the proposed times **do not meet** the required instructional minutes.
 - If the number is zero or positive, the proposed times **meet or exceed** the required instructional minutes.
- Finally, to submit your simulated bell schedule, **save the file with your initials** added to the end of the file name. For instance, John Q. Doe would be: **1718BELL SCHEDULE SIMULATOR JQD.xlsx**
- Attach the file and send it in an email to SCIP@sdhc.k12.fl.us. All submissions will be reviewed, but we cannot acknowledge each submission given expected volume.