

Title: School Bell Time Changes	Procedure #: 026 Page : 1 of 2	Section: Operating Guidelines
Effective: Nov 5, 2010	Last Reviewed: Feb 2019	Next Review: Feb 2022

<p>Statement</p>	<p>STSBHN will strive to improve the efficiency of bus routes in an effort to provide financial benefit to its member school boards.</p> <p>In order to minimize the number of school bus routes, boards may be requested to change their school's bell times (start and/or end) in order for STSBHN to find efficiencies or more effective run pairings.</p> <p>Due to the impact a change in bell time may have, board staff will notify school principals of any changes to their school's bell times in a timely fashion so that it can be shared with the school's community.</p>
<p>Procedures</p>	<ol style="list-style-type: none"> 1. The Manager of Transportation Services, when requesting changes in school bell times, must support the request by providing an impact study. When it is viewed as advantageous to do so, STSBHN will recommend changes to the school bell times. 2. The impact study will be presented to the effected Senior Business Official(s) who will decide whether this recommendation is appropriate and reasonable. 3. By March of every school year, the Manager of Transportation Services will indicate their intentions concerning possible changes in school bell times, based on the planning of bus routes to take effect when the new school year begins in September. 4. Once a decision is made regarding the requested new bell time(s), any new school hours will be provided to the school's principal, by the end of April, whenever possible. 5. If a school principal wishes to change the school bell times for their school, they must complete a Bell Time Change Request form (TF021) and forward it to STSBHN no later than February; STSBHN will conduct an impact study based on the request and communicate the results to the Senior Business Official(s) for the board(s) who made the request(s).

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	<p>The window that bell times can be adjusted within is between 8:30 AM to 9:15 AM. Only in unique circumstances will bell times be approved, by the Senior Business Official(s), outside of this window.</p>
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