

Topic	Number of Pages	Date Approved
<b>3.12 Change in School Hours (Bell Times)</b>	<b>1 of 1</b>	<b>March 2010</b>

## Policy Statement

The mandate of Southwestern Ontario Student Transportation Services ("STS") includes seeking efficiencies in the provision of student transportation. In order to minimize the number of buses required, the alteration of school hours (bell times at the beginning and ending of a day) will allow for buses to be shared and routes to be joined.

Consideration must be given to the potential impact in changing school hours and opportunity provided to stakeholders to provide input.

## Procedure

**The request to change school hours can come from the school level or STS. The following procedures will apply when considering changes to school hours:**

Principal Request/School Level:

- The principal will follow school board policy with respect to changing school hours.
- The principal will complete a "**Request to Modify School Bell Times**" for and have it signed by the Superintendent.
- These forms are due by February 15 for the next school year.
- STS will review the request and support or deny the request, providing reasons and costs associated with the decision.

STS-driven Bell Time Modifications:

- STS will be responsible for proposing recommendations on the changing of school hours when it is financially beneficial for partner school boards.
- This will occur by February for the next school year, thus allowing March and April for communications with key stakeholders.
- STS Administration will present the transportation plan to the STS Board of Directors for approval and consensus is required for the recommendation to proceed further.
- If the plan is approved by the STS Board of Directors, the Board is responsible for reviewing the proposal with their respective school boards for consideration and approval.

