



Section	Administrative Procedure Number
<b>Operational Procedures</b>	<b>RCJTC AP.04.01</b>
Administrative Procedure Title	
<b>School Bell Time Change Procedure – All Boards</b>	
Date	Revised
<b>December 21, 2013</b>	

Principals wishing to change their school bell times shall make their request in writing prior to February of the preceding school year utilizing the “Request for School Bell Time Change” form. One (1) copy of the form is forwarded to the Superintendent of Business and the other to the appropriate Superintendent of Schools.

The Superintendent of Business will forward the request to the RCJTC for assessment and report. The RCJTC will notify the school and the appropriate superintendents as to the decision and rationale. If approved, schools and students must receive a minimum of twelve (12) weeks notice before any changes are implemented. Schools will be responsible for student/parent notification of bell time changes.

**Related RCJTC Policy**

- P.01            *Transportation Policy*
- P.04            *Operational Policy*

**Related RCJTC Administrative Procedures**

**Related RCJTC Forms**

- F.04.01        *Request for School Bell Time Change*

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