

<b>Topic:</b>	<b>Bell Times</b>
<b>Effective:</b>	<b>September 2012</b>
<b>Cross-Reference:</b>	<b>Education Act; Regulation 298</b>
<b>Review/Revision Date:</b>	<b>September 2018</b>
<b>Responsibility:</b>	<b>Superintendent of Education, Superintendent Business Services</b>

**INTENDED PURPOSE:**

The Halton District School Board is committed to providing the best educational opportunities and learning environment for its students. There are occasions where schools and their communities may request a change in their bell times to accommodate the academic needs of their students.

These requests may vary from school to school, as reflected by the unique characteristics of each school and the community in which they are placed. There are numerous stakeholders that may be impacted by the bell times of the local school. These include, the students, the staff, the parents, the feeder schools, co-terminus Boards (as it pertains to transportation) and transportation.

**PROCEDURES:**

The initiation of the change for Bell times would be brought to the community from the Principal to the school council and the broader school community. The Principal is also responsible for submitting the request to HSTS.

The following process will be followed by the school prior to recommending a change in bell times. This process is not in chronological order, but all steps must be completed:

- The Principal will consult with the school council.
- The Principal will solicit input from the student body. Possible methods for this input could include: school wide or grade assemblies, student focus groups, social media, student town hall, polling of students, access to a link on school's website.
- The Principal will solicit input from staff. Possible methods for input could include: internal messaging such as ,Googleschool leadership team, staff meetings, polling staff.
- The Principal will solicit input from the parent community. Possible methods for input could include: school newsletter, parent evening, Home Notification message, through school council, social media, school's website, Halton Cloud.
- The Principal will solicit input from local trustee.
- Prior to submitting recommended bell time changes, the Principal will present input from all of the above to the school council.
- Consultation and approval of the recommended change, by the Family of School Superintendent must occur prior to submission to the HSTS.
- The principal will inform feeder schools of recommended change prior to submitting the request.
- The request will be submitted by the Principal to the HSTS (Halton Student Transportation Services) consortium no later than December 31st of the school year prior to the September implementation of the following school year. The submission will

identify the parameters that will be used to calculate the financial impact of the requested change.

- HSTS consortium will undertake an analysis of the impact of the suggested bell time changes, including the effect on existing routes, the bell times of affected schools, and any additional transportation charges.

Results of the cost analysis prepared by the HSTS consortium will be reviewed by Administrative Council and the Director will bring this request to the attention on the Board of Trustees along with a recommendation in response to the request. This analysis will be presented to Administration Council by the end of March.