
Policy Section:	Operational
Policy Title:	School Bell Times
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1. SCHOOL BELL TIMES

- 1.1** Many bus routes are shared among the district school boards and school bell times shall be staggered as needed to best utilize the contracted bus fleet. Bell times are defined as the start of the instructional day or the start of opening exercises, whichever are first, and at the end of the instructional day.
- 1.2** The RCJTC has the authority to reduce and/or increase the bell time window by up to thirty (30) minutes.
- 1.3** Time is set according to the National Research Council Web Clock found at http://www.nrc-cnrc.gc.ca/eng/services/time/web_clock.html
- 1.4** Routes shall be organized and pick up times shall be established so that pupils arrive at school as close to class starting time as possible, allowing for five (5) minutes elementary, ten (10) minutes secondary embarkation/debarkation but no earlier than one-half hour (1/2) before the start of classes in non-staggered bell schools, but no earlier than fifteen (15) minutes before the start of classes in staggered bell schools, unless otherwise specified. The principal shall report any deviation from this regulation first to the transportation operator concerned; failing that, to the General Manager and/or designate.
- 1.5** 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.

Related RCJTC Administrative Procedures

AP.04.01 School Bell Time Change Procedure – All Schools

Related RCJTC Forms

F.04.01 Request for School Bell Time Change