

Procedure Section:	Operational
Procedure Title:	School Bell Time Change- All Boards
Procedure Number:	RCJTC AP.04.01
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Year of Next Review:	

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 Policies

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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