

REQUEST FOR BELL TIME CHANGE GUIDELINES

Schools considering a bell time change for the 2015-2016 SY must complete the below form in its entirety. It is important to note, the basic considerations schools should consider when changing your bell times. Schools are provided AM, PM and Midday transportation service based on school model, and programming. This service is provided according to district policy EAAA.

Transportation routes are tiered to service multiple schools with one bus. Planning takes into account the available resources available at each time increment, combined with all regulatory requirement, to determine if your bell time can be approved. Keep in mind that transportation department considers 173 schools when considering approvals.

Considerations and questions should be asked when

1. How will your change impact parent community and students?
2. Will your bell time change require additional district resources, i.e. funding?
3. If you want to extend your day, think about making adjustments in the AM vs. PM.
4. If you want to shorten your day, consider making the adjustment in the AM vs. PM.
5. If your bell time currently resides in the 3:00 PM – 3:55 PM and would like to made adjustments, considerations will be made to assess tradeoffs within each region with similar request.
6. If considering changing or adding an early release*, late in or ASA, schools are required to incur the incremental cost.
7. Bell time slots that have no availability to request modification are:

Any time between 7:30 AM & 7:45 AM

Any time between 3:15, 3:30, 3:45 & 4:00PM

8. Bell time slots that have availability to request modification are:

Any time between 2:30 PM-2:55 PM & 4:15 PM-4:45 PM

***The following days have no availability for you to consider a Early Release – Wednesday & Friday**

Monday, Tuesday & Thursdays have capacity for schools to consider a early release.

Once form is submitted, Transportation (and identified departments) will review the request and provide information regarding:

- Financial impacts
- Personnel impacts
- Resource constraints
- Possible options to support the request.
- Approval or denial

Schools are encouraged to consult with transportation to seek probability of approval of bell time change prior to proceeding with CSC conversations and parent community buy in.

Requesting School

Name: _____
School Name Submission Date

Change Requested by: _____

1. Current Bell Schedule: AM _____ PM _____ Early Release: Y _____ N _____
2. Has your school requested change in the last 2 years? Y _____ N _____
3. Was your bell time approved? Y _____ N _____
4. Requested bell time change AM _____ MD _____ PM _____
5. Will you require a Early Release day? Y _____ N _____ what day & time? Day _____ Time _____
6. Will your school follow the district calendar? Y _____ N _____ If no, school calendar must be submitted to transportation no later than April 1, 2015.
7. Requested change:

INSTRUCTIONAL IMPACTS:

1. Please briefly detail how this schedule/change will support student achievement:

2. Is this change being driven by district level initiatives?
 - i. Yes No

3. Please detail the perceived advantages of the proposed schedule over the current schedule:

4. Have all student populations, including special education, been considered in this request?
 - i. Yes No

5. If you currently have a midday program has this impact been considered?
i. Yes No
6. Will your midday hours be required to change as a result of your request?
i. Yes No
7. Is there an early release or late start schedule in this request?
i. Early Release Late Start
8. If so, how will this impact the provision of services to students with disabilities?
9. If so, how will this impact before or after school programs?

If so what day(s) of the week are affected?

10. Does this run weekly, monthly, quarterly or by semester?
1. weekly monthly semester
11. Will changing your bell time impact student participation in district level programming i.e. Athletics
i. Yes No

COMMUNITY IMPACTS:

12. Are there implications for the broader school community in this request? (i.e. Parents, CSC, other parent groups)
1. Yes No
13. If yes, please detail:
14. What departments are impacted by this proposal? (Nutrition Services, Transportation, Facilities, Safety & Security etc)
15. What are the personnel implications in this request for your school and other departments?
16. Does this request have the support of staff, students and the community and how is this evidenced?

1. Yes No

17. Evidenced through:

18. Does this request have the potential to affect existing bell times at other schools? (i.e. Transportation route tiering)

1. Yes No

19. By not receiving this approval what impacts will it have on your school?

20. If changing the bell time results in incremental cost, can the school support the cost?

Principal Signature: _____ Date: _____

Received by Transportation Date: _____

Requests accepted by Transportation: Jan. 6, 2015 – Jan. 26, 2015
Discussion & recommendation of the approval/denial will be provided to schools prior to Feb. 20, 2015

Transportation submittal to COO with recommendations March 6, 2015

Final approvals back to schools and Instructional Superintendents: April 6, 2015

NOTE: Requests submitted after this date will delay Transportation's ability to build routes to support your instructional day. It will also limit our ability to support your desired bell schedule for the 2015-16 school year.