



## **CHANGING OF START/END OF SCHOOL DAY**

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#### **1.0 PRINCIPLES**

- 1.1. The South Shore Regional Centre for Education (SSRCE) will, to the extent possible, have its schools open during the “best learning time” of its students.
- 1.2. The SSRCE understands that both the start and end of the school day are, to some extent, determined by limiting factors, such as the availability of buses, other school’s start and end times that use the same bussing system, instructional time as set out by the Department of Education and Early Childhood Development, etc.
- 1.3. The SSRCE recognizes that changes in transportation due to changes in the start and end times of schools are to be educationally beneficial, not detrimental, to the students affected.

#### **2.0 POLICY FRAMEWORK**

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
  - 2.1.1. School Transportation Policy

#### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## CHANGING OF START/END OF SCHOOL DAY

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#### 1.0 PROCEDURES

- 1.1. A change in start/end times may be requested by the school through the school principal or by the SSRCE through the Regional Executive Director.
- 1.2. A minor change in start/end times is a change of fifteen minutes or less to the start/end time of school and the first pick up and last drop off time for each bus that serves the school and has no impact on bussing to or from any other school.
  - 1.2.1. A request for a minor change to start/end times may be implemented with the approval of the Regional Executive Director, Director of Programs and Student Services, and Director of Operations.
- 1.3. A major change in start/end times is a change of greater than fifteen minutes to the start/end time of school and the first pick up and last drop off time for each bus that serves the school and/or has an impact on bussing to or from any other school.
  - 1.3.1. A request for a major change to start/end times is to be submitted to the Director of Programs and Student Services for consideration.
    - 1.3.1.1. The Director of Programs and Student Services will meet with Director of Operations to discuss if a change in start/end times is possible.
      - 1.3.1.1.1. If it is decided not to advance the request for further investigation, the school and SSRCE will be informed of the request with an explanation of why the request was rejected. Upon receipt of this decision, the school will have a period of thirty days to submit a revised proposal that would address any deficiency noted in the original application.
      - 1.3.1.1.2. If it is possible and worthy of investigation, the SSRCE and schools affected by the change will be informed and the procedure will continue as outlined.

#### 2.0 CHANGES INITIATED AT THE SCHOOL LEVEL

- 2.1. School level changes are initiated by:
  - 2.1.1. The principal of a school.
  - 2.1.2. A School Advisory Council.
  - 2.1.3. A Home and School Association, Parent/Teacher Association, or any other formalized parent school support group.
- 2.2. The school, in conjunction with its School Advisory Council, Home and School Association, Parent/Teacher Association, or any other formalized parent school support group, shall develop a written proposal for a change in start/end times. This proposal shall include:

- 2.2.1. the change in times being requested.
- 2.2.2. the rationale as to why the change will be educationally beneficial.
- 2.2.3. a request for the Transportation Department to develop a transportation plan based on the proposal.
- 2.3. The proposal shall be submitted to the Director of Programs and Student Services and the Director of Operations for consideration.
  - 2.3.1. The proposal must be received by January 15 of the school year prior to the change being made.
    - 2.3.1.1. If not approved, the proposal will go no further. The school will be informed of the decision and its rationale.
    - 2.3.1.2. If approved, the school shall conduct two meetings by March 31 in the following order:
      - 2.3.1.2.1. A meeting with the administration of any schools that will be affected by the change to review the proposal and its impact on them.
      - 2.3.1.2.2. A public meeting, including current and future parents of students and any other concerned individuals to receive input.
- 2.4. With the endorsement of the School Advisory Council, Home and School Association, Parent/Teacher Association, or any other formalized parent school support group, a final presentation by the school to the SSRCE for the change in start/end times is to be made before April 30 of the school year prior to the change taking place.
  - 2.4.1. The presentation should include information from the meetings with the school administration affected by the proposed change and that of the public meetings held.
  - 2.4.2. If approved by the SSRCE, the school is to inform, in writing, families that will be affected by June 1 of the school year prior to the change taking place. Information given to families should include:
    - 2.4.2.1. the school's new start/end times and the rationale for the change
    - 2.4.2.2. a list of bus routes, drivers, bus stops, and pick up and drop off times
- 2.5. A formal survey that would include input from the School Advisory Council, parents, school staff, and the Transportation Department is to be conducted by March 31 of the first year of the change. Results of the survey are to be reviewed by the School Advisory Council, with a recommendation made to the SSRCE by April 30 of the first year of change.

### **3.0 CHANGES INITIATED AT THE REGIONAL LEVEL**

- 3.1. Regional level changes are those initiated by the Transportation Department, through the Director of Operations.
- 3.2. Major changes are to be submitted to the Director of Programs and Student Services for consideration.
- 3.3. The Director of Programs and Student Services will meet with the Director of Operations to discuss if a change in start/end times is possible.
  - 3.3.1. If it is decided not to advance the request for further investigation, the individual(s) requesting the change and the Regional Executive Director will be informed.
  - 3.3.2. If it is possible and worthy of investigation, the Regional Executive Director and schools affected by the change will be informed and the procedure will continue as outlined.
- 3.4. The individual(s) requesting a change in start/end time shall develop a written proposal. This proposal shall include:

- 3.4.1. the change in times being requested
- 3.4.2. a rationale as to why the change will be educationally beneficial
- 3.4.3. improvements in efficiency that would be realized
- 3.4.4. a request for the Transportation Department to develop a transportation plan based on the submitted proposal
- 3.5. The proposal shall be submitted to the Director of Programs and Student Services for consideration.
  - 3.5.1. The proposal must be received by January 15 of the school year prior to the change being made.
- 3.6. If the proposal is approved, the Director of Operations, or designate, shall conduct two meetings by March 31 in the following order:
  - 3.6.1. A meeting with the School Advisory Councils of any schools that will be affected by the change to review the proposal and its impact on them.
  - 3.6.2. A public meeting, including current and future parents of students and any other concerned individuals to receive input.
- 3.7. The Director of Operations will report any concerns discussed at the meetings and bring forth their recommendation(s) to the Board for consideration.
  - 3.7.1. If approved by the SSRCE, all affected families are to be informed of the following by June 1 of the school year prior to the change taking place:
  - 3.7.2. The school's new start/end times and the rationale for the change.
  - 3.7.3. A list of bus routes, drivers, bus stops, and pick up and drop off times.
- 3.8. A formal review, including input from the School Advisory Council, parents, school staff, and the Transportation Department, is to be conducted by March 31 of the first year of the change. Results of the survey are to be reviewed by the School Advisory Council with a recommendation made to the Regional Executive Director by April 30 of the first year of change.

#### **4.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.