

Title	SCHOOL HOURS: PROCEDURE FOR CHANGING	Procedure No.	9030
Department	Operations Services		
Resource(s)		Effective Date	2001 August 31

1.0 Guidelines:

It is recognized that there are many reasons for changing school hours. The primary reason for changing school hours should be improving the educational program for students. There are, however, other factors which may necessitate a request for changing school hours.

In approving a change of school hours, some of the factors to be considered are:

- impact on other schools
- impact on the parents and the community
- impact on transportation services
- advice received from School Council
- timeline for change

2.0 Procedure:

- 2.1 The Principal making a request to change school hours should complete the attached application form and forward that application to the Superintendent of Education for the school.
- 2.2 The Superintendent of Education will request from Transportation Services the impact of such a change and any associated costs.
- 2.3 Following receiving the response from Transportation Services, The Superintendent of Education will discuss with the Executive Superintendent of Operations Services the appropriateness of proceeding with the application.
- 2.4 Should a change of school hours have associated costs, the application will be forwarded to Executive Council in order to determine whether the application should proceed.
- 2.5 Approval or denial of the application will be communicated by the Executive Superintendent of Operations Services to the Principal, the Superintendent of Education, and Transportation Services.

Administered By:	OPERATIONS SERVICES
Date of Last Amendment	2001 Oct. 23 2006 Dec. 19

3.0 Parental Survey:

Where a school is considering a change in school hours which is significant in length (i.e., in excess of 15 minutes), then the Principal will complete the application form as specified in the above procedures and consideration will be given to conducting a parental survey in accordance with the following:

- f. After receiving approval to proceed to survey from the Executive Superintendent of Operations Services, the Principal is required to conduct a survey to determine the wishes of the majority of the parents affected. A sample letter and ballot are attached.
- b. The following school procedure for balloting should be followed:
 - i. The ballot is to be given to each family in every school.
 - ii. Distribution is to start with Junior Kindergarten and proceed through the grades.
 - iii. Teachers are to record names of pupils to whom they have distributed ballots.
 - iv. Teachers are to emphasize the importance of returning ballots promptly.
 - v. Ballots are to be sent home Monday of one week and returned on or before Friday of the same week.
 - vi. Teachers are to check returns on their distribution lists.
 - vii. Teachers are to safeguard and retain ballots until requested by their school office.
 - viii. The counting of ballots is to take place on the Friday at the school
 - ix. Counting is to be supervised by the Principal and/or Vice-Principal and conducted by persons designated by them. Designates are to include at least one member of the School Council.
- c. The following requirements must be met:
 - i. 75% of ballots returned
 - ii. 67% of returned ballots must support the proposed change
- d. When a change in school hours has been indicated by the vote, the Principal should notify Operations Services in writing that the above procedures have been followed and indicate the results of the balloting.
- e. Approval of the change and effective date will be confirmed in writing by the Executive Superintendent of Operations Services.

APPLICATION TO CHANGE SCHOOL HOURS

School:	Phone:	
Principal:	Superintendent:	
<i>Reason for Change:</i>		
Effective Date of Change:		Present: Proposed:
Hours:	Opening:	
	Closing:	
	Lunch:	
<i>Please indicate any changes in school hours in the last five years:</i>		
Date:	Signature of Principal:	
<i>Superintendent of Education Comments:</i>		
Date:	Signature of Superintendent of Education:	

Impact of Proposed Change On Transportation:			
Operational Impact:			
Financial Impact:			
Date:		Signature, Supervisor, Transportation Services	
Executive Superintendent of Operations Services Comments:			
	Approved		Not Approved
	Other:		
Date:		Signature, Executive Superintendent of Operations Services	

SAMPLE LETTER

{Date}

Dear Parents:

According to the procedures of the Thames Valley District School Board, this letter contains a ballot which will permit each family one vote as to its wish regarding school opening and closing times, and the length of the noon hour.

It is most important that all families vote so that the Principal will be assisted in making a clear cut decision, one way or the other. The decision will be made by individual schools, not on a system basis. This procedure reflects the desire of our Board to involve parents in a matter which affects both home and school.

In order to effect a change in these times, the Board requires:

1. A return to the school of 75% of the ballots distributed; and
2. A minimum of 67% of these returns must support the change.

The ballots will be returned to the home room teacher by the pupils and will be counted under the direction of the Principal by a Committee consisting of teachers, senior students, and at least one parent.

Signature of the Principal:

(tear off)

BALLOT

Please indicate your choice by marking an "X" below the preferred time:

PROPOSED TIMES:

PRESENT TIMES:

SCHOOL HOURS

CHANGES EXCEEDING 15 MINUTES

School Name:		
The results of a parental survey conducted pursuant to the TVDSB Independent Procedure, <i>School Hours: Procedure for Changing</i>		
Return of Ballots:		
Number of ballots:	Returned:	
	Distributed:	
	% Returned:	
Parental Preference:	For:	
	Against:	
	Total Returned:	
	% Supporting Change:	
	$\frac{\text{for}}{\text{X } 100 \text{ total returned}}$	

Signature of the Principal: