



Superintendent's Circular

NUMBER:
TRN-01
Version 01

SCHEDULE OF SCHOOL HOURS

This Circular will remain in effect unless rescinded or superseded by a subsequent version

Attached is an alphabetical listing of opening and closing hours for each school for the school year. This listing includes an AM bus drop-off time for each school when staff must be available to accept students, an AM bell, a PM bell, and an early dismissal time and day of week.

Please pay special attention to the AM and PM bell times for your school. No changes may be made to these schedules — including to early dismissals — without the written permission of the chief operating officer. **All requests for changes to bell times for the subsequent school year must be made in writing to the chief operating officer before the end of October.**

Please note the following regarding any requested changes:

- Any requested bell time changes must be for either 7:30am, 8:30am, or 9:30am AM bell times in order to align with the District's 3-tier bell schedule
- No requested bell time changes for an 8:30am start can be accommodated at this time, as the transportation operation is at capacity during the 2nd tier.

IMPORTANT NOTES ON TRANSPORTATION:

- All BPS buses are scheduled to arrive at schools *15 minutes*

before the scheduled AM bell time to give students time to settle in and have breakfast before instruction starts. Adequate staff assistance is needed to make sure buses are unloaded as they arrive, as efficiently and safely as possible, so that these buses can get to the next scheduled location on time. Buses are expected to depart the school for their next trip no more than 10 minutes after their arrival. In some cases, with agreement from the school, buses are scheduled to arrive more than 15 minutes before the scheduled AM bell time

- PM buses are scheduled to arrive at each schools' PM bell time. Adequate staff assistance and the appropriate dismissal procedure are needed to make sure buses are loaded as they arrive. Buses are expected to depart *10 minutes after* the PM bell to get to their next scheduled location on time.
- On the day before Thanksgiving and the last two days of school in June, all schools will dismiss pupils a uniform two (2) hours and thirty (30) minutes earlier than their **full-day** PM bell time, unless operationally there is a need to modify dismissal. The uniform two hour and thirty-minute early release will apply to all schools, regardless of any regularly scheduled early release or past practice.
- Certain specialized programs/schools have hours that are subject to determination by the superintendent or designee.

For more information about this circular, contact:

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Mary Skipper, Superintendent

ATTACHMENT:

[BOSTON PUBLIC SCHOOLS SCHEDULE OF SCHOOL HOURS](#)