

REGULATION
Scheduling for Instruction –
Bell Times

Descriptor Term: IED-R(1)
Date: XXXXXX XX, 2024

Instructional Time

For the purposes of this regulation, instructional time is defined as all portions of the day when instruction or instruction-related activities based on state approved courses or locally developed educational objectives are provided or coordinated by a certified teacher or substitute teacher. Instructional activities may further be defined by locally developed educational objectives.

Testing, counseling, health screenings, and a maximum of 10 clock hours of early dismissal time per school year for parent-teacher conferences are deemed to be instructional activities.

Field trips are deemed to be instructional when the activities relate directly to state approved course objectives.

All students will be scheduled for the required daily average instructional time as set forth by the State Board of Education, except for students who are:

- a. Fifth-year seniors;
- b. Students in grades 9-12 who are older than mandatory attendance age and exempted by a hardship waiver as specified in this regulation;
- c. Participating in dual or joint enrollment programs as described in Rule 160-4-2-.34 or its accompanying guidance documents; and
- d. Enrolled in non-traditional/alternative schools or programs, as authorized by SBOE rule or waiver or have been approved for hardship waivers as specified below.

Bell Schedules

In accordance with Board Policy IED, the following guidelines will apply to bell schedules.

- a. High schools will begin at 7:30 a.m. and dismiss at 2:35 p.m.
- b. Elementary schools will begin at 8:20 a.m. and dismiss at 3:20 p.m.
- c. Middle schools will begin at 9:05 a.m. and dismiss at 4:05 p.m.
- d. Northwoods Academy will begin at 8:20 a.m. and dismiss at 3:00 p.m.

Approval of Additional School-Sponsored Non-instructional Absences

The Bibb County School District ("District") will observe the following procedures for the evaluation and approval of individual student absences for school-sponsored non-instructional (NI) activities beyond the maximum ten (10) days allowed by the State Board of Education. NI activities are defined as activities that occur during instructional time which are not coordinated by a certified teacher (or substitute) and do not directly relate to the course content provided in the District's guidelines.

- a. A written request for absence will be submitted by the student through the school principal to the Superintendent or his or her designee in advance of the anticipated date(s) of absence.
- b. The student's request must contain the dates of the anticipated absence, background information explaining the reasons for the first ten days of absences due to school sponsored NI activities, and a rationale to support approval of additional days, including an explanation of how such additional activities away from class will be academically and instructionally beneficial to the student.
- c. The school principal will verify the reasons for the ten allowable absences and provide a recommendation for approval or disapproval of the request for additional absences.
- d. The Superintendent or his or her designee will evaluate the student's request and the principal's recommendation and render a decision.
- e. The student will be notified of the disposition of the request.

Hardship Waivers

There may be extenuating circumstances beyond a student's control that create a hardship for the student or his/her parents which require the student's school day to be less than the required daily average instructional time.

The Superintendent or his or her designee is authorized to waive the required daily average instructional time for students in grades 9 through 12 who are older than mandatory attendance age if he/she finds a hardship for one of the following reasons:

- a. Economic reasons such as the student is needed to help address a family financial crisis;
- b. Family emergencies such as death or illness;
- c. Student's health;

- d. Any other good and sufficient reason which, in the Superintendent or his or her designee's discretion, creates a hardship for the student or parent.

Hardship waiver requests will be submitted in writing to the Superintendent or his or her designee. The Superintendent or his or her designee will evaluate each request on a case-by- case basis and forward the decision in writing to the student's parents or legal guardian within 10 school days of the submission of the request. The Superintendent or his or her designee reserves the right to amend this regulation, as deemed necessary.