



To: CRCSD Building Principals

Date: December 7, 2017

Re: Bell Schedule Policy

To Whom It May Concern:

In an effort to streamline procedures and cut back on unnecessary expenses, please note the following information regarding bell schedules.

Going forward, bell schedule changes for the start, end, and class passing times need to be requested by submitting a work order through the SchoolDude work order system. The work order request needs to be submitted in the months of **June** or **July** to prevent delays to scheduling before the start of the new school year. Any work order submitted after July 30th is at risk of having their bell schedule not set up in time for the first day of school and incurring unnecessary expenses. (This applies to all buildings except Washington High School who has the updated software required to program the schedule themselves).

We kindly ask that the schedule is decided and clearly noted when the work order is submitted. Having the times printed on the work order will increase the efficiency of Maintenance personnel, and can be completed without return trips to the facility. Any work order submitted without times listed will be sent back to the building and not processed until the necessary information is included. Any return trip requests due to schedule modifications after the initial request may be paid through building funds.

Do not hesitate to contact the Buildings & Grounds Department if you have any questions.