

**SCHOOL BASED DECISION MAKING
Policy Format**

School: DuPont Manual High School

Subject of Policy: Protection of Instructional Time

Policy Statement:

Manual High School wants to ensure that every student will be actively engaged in instructional activities throughout the school day. It is important that interruptions to the instructional process be kept to a minimum.

Instructional time will be protected by implementing the following:

- Broadcasted messages will occur on emergency basis only as directed by the principal.
- Students will begin classroom activities immediately upon arrival after attendance is taken.
- Telephone calls into the classroom will be limited to emergency use only unless otherwise directed by the principal.
- School schedules will reduce the amount of time students spend transitioning from one classroom to another.
- Scheduled activities that reward student behavior will be kept to the minimum to keep from interrupting the educational process. Every attempt will be made to stagger assemblies/ programs/etc. so students are not consistently missing the same period of instruction.
- Videos and television broadcasts will be used for instructional purposes only and support the core content.

Date of First Reading: _____

Date of Second Reading: _____

Date Adopted: _____

Signature: _____
(SBDM Council Chairperson)