

LODI UNIFIED SCHOOL DISTRICT

Rule 6116

Instruction

Classroom Interruptions

These procedures shall include, but not be limited to, the following:

1. Keep announcements made through intercom or public address systems to minimum, limit announcements to specific times during the day, and only use the intercom or public address systems for announcements that apply to all students or groups of students. Announcements that apply to individual students or staff members should be distributed in writing.
2. All routine messages shall be delivered to classrooms during the first or last few minutes of the instructional period, except in emergencies.
3. Teachers should be notified in writing by the principal or his/her designee in advance of all programming that takes students away from regular classroom instruction.
4. The site administrator will annually address with his/her faculty ways that classroom interruptions can be reduced.
5. School visitors and observers shall make appointments in advance.
6. Notify school staff that they should refrain from conducting personal business during instructional time.
7. Provide professional development in classroom management as needed to enable staff to more effectively reduce interruptions caused by inappropriate student conduct in the classroom.
8. Schedule school maintenance operations involving noise or classroom disruption, as well as deliveries of equipment and supplies, to classrooms before or after school hours whenever possible.

Rule

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