

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 6116(a)

Instruction

Classroom Interruptions

Classroom interruptions and distractions must be controlled to ensure that teachers and students can dedicate maximum classroom time to instructional activities.

Principals will:

1. Except for emergency situations, limit the use of intercoms to non-instructional times or immediately preceding or following passing periods.
2. Limit office summons of students whenever possible to non-instructional times.
3. Limit use of student messengers to non-instructional times whenever possible.
4. State message briefly and clearly.
5. Except for emergency situations, reduce messages to written form that are pertinent only to teachers.
6. Notify teachers in advance of all programming that will take students away from regular classroom instruction.
7. Encourage all non-staff classroom visitors to make appointments.

Teachers will:

1. Meet the class promptly and initiate instruction as soon as possible after classes convene.
2. Provide advance planning for times when students will be away from instruction.

The principal or designee shall keep announcements made through intercom or public address systems to a minimum and limit announcements to specific times during the day. Announcements that apply only to teachers shall be distributed in writing.

The principal shall establish a fixed time for the delivery of messages to students, except in the case of emergencies.

School maintenance operations involving noise or classroom disruption shall be performed before or after school hours whenever possible. School visitors and observers shall make appointments in advance. (cf. 1250 - Visitors/Outsiders)

Approved: (9-85) 11-02 Santa Ana, CA