

## SCHEDULING FOR INSTRUCTION

The following policies for the conservation of instructional time have been adopted by the Monroe County Board of Education:

- 1.0 The Food Service Program - Hot lunches have become an important item in the many schools which operate a lunch program. Teachers must have some time each day to collect payments and report the number of pupils to be served. Each principal should give careful study to the lunch program in his/her school to reduce instructional interference to a minimum.
- 2.0 Opening Exercises - Where opening exercises are held, a maximum time for these exercises should not exceed ten minutes. Long periods of miscellaneous singing are of doubtful value. This period should be used to develop pupil leadership and to give direction for the day's work.
- 3.0 Announcements - A definite period should be set aside each day for announcements. All announcements should be made during this period except in cases of emergency. Frequent interruptions of teachers and pupils by principals in using the public address system is poor administration.
- 4.0 Use of Telephone - The telephone in schools should not be used for any purpose other than school business and personal emergency calls. Teachers and pupils should not be called from classes except in emergencies. Messages should be taken and delivered to pupils or teachers, or number so noted and called later by the individual teacher or pupil, provided the calls are of sufficient importance.
- 5.0 Outside Programs on School Time - Entertainment programs given by persons outside the school are discouraged. Exceptions may be made for a limited number of such programs, provided they are definitely educational in nature.
- 6.0 Movies - Educational movies are to be used only when they are directly correlated with instruction. All other movies are prohibited. No admission charge is to be made to pupils who are shown educational movies.
- 7.0 School Plays and Entertainment Programs - The practice of giving school plays, Christmas programs, and other entertainment programs is encouraged only to an extent that they do not deter the educational development of students.
- 8.0 Any program or activity which requires special rehearsals on school time or takes pupils out of their regular classes should be held to a minimum.
- 9.0 Early Dismissal Prohibited - All schools are to be kept in session the full day on all school days. School may be dismissed early only in cases of emergency and

upon approval of the superintendent or his/her designee.

- 10.0 Errands - No pupil shall be sent from the school building or grounds during school hours to perform an errand or act as a messenger, except with the knowledge and approval of the principal.
- 11.0 Picnics off school property are not allowed.