

Memorandum

To: All Faculty and Staff

From: Dr. Matthew W. Ross, Superintendent

Date: August 5, 2018

Subject: Policy and Procedure Bulletin_Assuring Teacher Have Instructional Time to Deliver the Adopted Curriculum

The intent of this memorandum is to provide guidance with regard to ensuring teachers have instructional time to deliver the adopted curriculum.

To ensure teachers have adequate instructional time to deliver the adopted curriculum, and that students have opportunities to learn the curriculum, all administrators, faculty, and staff should consider the following:

- Reduce the number of disruptive announcements throughout the day
- Reduce the occurrence of calling students to the office when not absolutely necessary
- Reduce the occurrence of students leaving the classroom for other activities
- Schedule non-instructional activities, where possible, during non-core instructional time
- Announce the scheduling or cancellation of instructional and/or non-instructional activities immediately so classroom teachers have time to adjust
- Remind parents, or other authorized adults, of the District policy not to release students early unless it is an emergency (e.g., doctors appointment, dentist appointments), in which case written verification is required
- Schedule core subjects for early-morning hours, when students are fresh and ready to learn
- Schedule key classes at times when students can access extra support
- Match struggling students with teachers who have the expertise to help them succeed
- Offer additional assistance at times that, where possible, do not interfere with students' core subject class periods

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.