

Classroom Interruptions Agreement 2018-2019



Date: 6-4-18

1. It will be the policy of East's Upper and Lower school's that all visitors must check in at the main security desk upon arrival to the school at Exit 28.
2. All visitors will be given "Visitor's Passes" which will indicate their name, picture and destination. They will have an ID scanned. These tags must be affixed to their person in an easily readable location.
3. The security desk staff will announce via radio the intended destination of the visitor and an SSO shall escort the visitor to their destination. Upon completion of the visit, a staff member or SSO shall escort the visitor to the security desk to sign out.
4. Appointments to visit teachers will be made at least twenty-four (24) hours in advance, **unless** the teacher agrees to meet with the guardian during the school day.
5. Parents will not be brought to a teacher's classroom to await the decision of whether or not a conference will be held. The teacher has the right to deny a visit with less than 24 hour notice.
6. The duration of a parent classroom visit and/or conference during the day will not exceed thirty (30) minutes unless other arrangements have been made in advance (with the teacher's explicit agreement) to increase this time.
7. Scholars who are sent out of class with appropriate communication from a teacher (ie. pass, phone call, SSO escort, email, etc.) will not be sent back to class during the same block without teacher consent. Scholars will remain with administration, counselor, SW, identified staff member, or ISS if they are not able to return to class. If a scholar enters a class they do not belong in and will not leave, then a call will be made for an SSO escort to administration for an appropriate intervention.
8. Announcements will be kept to a minimum other than during standard announcement times. PM announcements should be made only during the last 5 minutes prior to dismissal.
9. Phone calls and other instructional disruptions will be kept to a minimum. Attendance and schedules will be checked for student location in PowerSchool before interrupting classrooms.
10. Copies of this policy will be published on East's website.

**Members of the Building Committee may revisit this agreement at any time during the 2018-2019 school year to make needed adjustments or revisions. This policy will remain in effect for the duration of the 2018-2019 school year and until a new agreement has been made for the 2019-2020 school year.

<u>Marlene Blocker</u>	Upper School Principal
<u>Janae Mc</u>	Lower School Principal
<u>Sheri Munoz</u>	RTA member
<u>Lara Bolton</u>	RTA member
<u>Kristine Price</u>	RTA member
_____	Parent Member
_____	Student Member
<u>Rosemary Wilson</u>	RAP Member
_____	Bente Member
<u>Shirley Thompson</u>	ASAR Member