Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	4.02

POLICY TOPIC DESCRIPTION
Classroom Interruptions

POLICY STATEMENT
Classroom interruptions shall be kept to a minimum. 1. Announcements shall be made at a specified time (at the beginning and ending of the day) to ensure instructional time is protected. 2. Parent/teacher conferences shall be held before 7:20a.m, after 2:45 p.m. or during the teachers planning period. Parents will be provided with a schedule of their child's teachers planning period. 3. Phone Calls will not be transferred to the teacher's classroom unless the party calling states the call is an emergency. All phone messages will be delivered by hand and posted on the outside of the teacher's door.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson