

## SCHOOL-BASED DECISION MAKING

**School:** Fern Creek High School

**Subject of the Policy:** Protection of Instructional Time

### *Policy Statement*

Fern Creek High School ensures that every student will be actively engaged in instructional activities throughout the school day. It is important that interruptions to the instructional process be kept to a minimum. Instructional time will be protected in the following ways:

- Announcements will occur at a specified time or on an emergency basis only.
- Classroom instruction will begin when the bell rings. Calls to the classroom will only occur in emergency situations. Transition time will be minimized in the master schedule.
- Videos and television broadcasts will be used for instructional purposes only and will align to the standards.
- The School Discipline and Classroom Management policy, as well as the School Safety Plan, will be used to develop a positive school culture and maximize instructional time.
- The principal will set the expectation that students should be engaged in learning from the moment they walk into the classroom until the moment they leave.

### **Field Trips**

Many opportunities for deeper learning exist beyond the school walls. Field trips are part of the students' instructional day. Therefore, all field trips must be an extension of the curriculum taught in the classroom and aligned to the standards. Given the relationship between field trips and learning, all students shall have access and opportunities to participate on field trips. Students shall not be excluded from this opportunity to learn. If there is a concern about a student attending a field trip, a plan for the student must be developed and approved by the principal.

For field trips to be approved, the relationship between the curriculum and the field trip must be evidenced in the Request Form completed by the teacher(s). This request must be submitted following appropriate procedures and timelines. (As outlined in Jefferson County Board of Education [JCBE] Policy, these procedures and timelines are reviewed each year with the staff and are in the *Faculty Handbook*.) When a parent volunteers to chaperone field trips, a background check must be completed. Only students in the class will be allowed to participate in the field trip.

**Date of First Reading:** 8-12-19

**Date of Second Reading:** 8-13-19

**Date Adopted:** 8-13-19

**Signature:** \_\_\_\_\_

(SBDM Council Chairperson)