



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-09.08 (rev. 1)
DATE: April 21, 2011
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**SUPERSEDES: OP-09.08
September 1, 2001**

OPERATING PROCEDURES

SUBJECT: CLASSROOM INTERRUPTIONS

AUTHORITY: Texas Education Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

The policy identifies appropriate interruptions in WSD classrooms.

PROCEDURES:

- I. Time-on-task is a very important concept in education and vital to student progress. At the same time, there are numerous legitimate reasons for WSD classes to be occasionally interrupted. Appropriate interruptions include but are not limited to:
 - A. Classroom appraisals, observations, inspections by supervisory or administrative personnel;
 - B. Admission, Review, and Dismissal (ARD) committee meetings, teacher conferences, and other program related activities;
 - C. Offender counts, tracking, and observations by correctional officers and/or other employees;
 - D. Audit reviews by audit personnel;
 - E. Removal of students from class due to testing, interviews, lay-in, or security issues;
 - F. Safety inspections, fire drills, and facility or equipment maintenance;
 - G. Material or equipment delivery or pick up;
 - H. Delivery of urgent or emergency messages; and

I. Visits by approved guests.

There may be other examples of interruptions that may be appropriate; this list is not meant to convey the only circumstances.

- II. If there is an interruption of classroom instructional time that an employee feels is not appropriate and not within the intent of this policy, then such an incident should be brought to the attention of the principal so that appropriate action can be taken to clarify or remedy the situation.
- III. The principal shall have final authority with respect to appropriate and inappropriate interruptions.

* Signature on file

Marjie Haynes

Director, Division of Instruction