

### **PROCEDURE FOR SCHEDULING FOR INSTRUCTION**

When a teacher believes that inappropriate interruptions are occurring in violation of Policy 9.104, which is intended to protect academic time, the teacher shall submit in writing a concern to the chair of the school improvement team, who will place this issue on the agenda for the next School Improvement Team meeting. The teacher shall have an opportunity to present concerns at the meeting. The School Improvement Team shall discuss approaches to resolving the concerns.

If concerns are not satisfactorily resolved, the Associate Superintendent for Instruction (or designee) shall be contacted by the principal and shall meet with the School Improvement Team to offer suggestions.

During a principal's evaluation conference, the principal shall discuss efforts made to effectively implement Policy 9.104.

**Last Revision/Adoption:** January 16, 1996

**Legal References:** G.S. 115C-36, -47, -81

**Cross References:** None