

## CHS PROCEDURES AND RECOMMENDATIONS FOR PROTECTING INSTRUCTIONAL TIME

**Rationale:** Because of the increased emphasis and importance of testing to our students and our faculty/administration, a Site subcommittee was formed to make recommendations for increasing instructional time for all students. This committee has created the following recommendations, which have been approved by the administration and Site, in the hope of allowing students to continue to be participate in events that are enriching and important in many ways, while also protecting teaching and learning time.

- **ATHLETIC FIELD TRIPS:**

Coach Eto, our Athletic Director, will continue to approve all athletic trips which require students to miss instructional time. Coaches will meet with Coach Eto to discuss the time of departure and return, and they are then responsible for sending out an email with the names of athletes who will be traveling on the athletic trip at the earliest time possible in order for students to get their assignments from their teachers in advance of the trip, if possible.

- **ACADEMIC/ELECTIVE COURSE FIELD TRIPS:**

Chiles has added a checklist to accompany the district field trip form. The teacher(s) who are planning a field trip need to complete the checklist (which will be attached to the field trip form), then give it to their Department Chair for their signature. After obtaining the D.C.'s signature, the field trip form should be submitted as specified in the past. The signed checklist will be submitted to Val Witters for review and final signature by Joe Burgess.

Note: Some field trips need to be taken during schools days due to district, state, and national competitions, etc; however, for those trips which do not have a pre-set required date to attend, efforts should be made to schedule these field trips on week-ends, beginning after school on Friday.

- **SGA ACTIVITIES AND TRADITIONAL EVENTS:**

Because having school spirit is important to every high school, as well as the events which make students' high school experiences memorable, the subcommittee's recommendation is that every effort be made to have students who are helping organize or set up for events be dismissed early from class for events as close to the start time of the event as possible. In addition, the class, club, etc. which is in charge of an event should send out an e-mail listing all students and the times they need early dismissal at least one day before the event. For traditional events (e.g., Grad Bash for seniors and pep rallies during the day), the subcommittee's recommendation was that those be allowed to continue.

- **EXISTING RULES STILL IN EFFECT:**

1. Students absent from class on a given day are not allowed to participate in the same day's activity or event.
2. Dead Week: Late afternoon or night-time activities/events should not be scheduled during dead week unless there are extenuating circumstances.

Discussion: Because we now have far more high-stakes testing than ever before (e.g., FCAT, End-of-Course exams, AP exams), teachers are encouraged to schedule events more than a week before these high stakes tests are administered.