


DAILY ANNOUNCEMENT INSTRUCTIONS

Daily announcements must comply with the following expectations:

1. Announcements will be made at the start of 3rd period.
2. Announcements, including the Pledge of Allegiance, are not to exceed five minutes.
3. Teachers are expected to ensure that the classroom environment will allow students to hear the announcements.
4. Instructional activities can occur during announcements as long as they do not prevent students from hearing the announcements.
-  5. Staff wanting to have announcement read **MUST** submit the text of their announcement to JHSannouncements@gmail.com.
6. **The announcement information must be submitted no later than 7:00 a.m. on the same day that the announcement is to be read.**
7. Announcements will be prioritized to assure that the announcements stay within the five-minute limit.

Thank you for your understanding and cooperation with incorporating daily announcements into our school day. If you have any questions about the Daily Announcements process, your JLC Representative should have that information for you.