

Millbrooke Elementary School

Staff Time Policy KRS 160.345 (2)(i)2

Purpose: The Staff Time Policy for Millbrooke Elementary School ensures that the amount of instructional time (e.g., classes taught, professional learning community time) and non-instructional time (e.g., how often supervise bus duty, how often supervise morning assembly duty) for the certified and classified instructional staff is equitable and provides maximum learning time for all students.

Procedures: In determining staff time for certified and classified instructional staff, the school shall establish specific timeframes for instructional and non-instructional duties based on priorities established in the school improvement plan. These timeframes shall support agreed-upon student achievement goals. All certified and classified instructional staff's time during the school day shall be equitably distributed amongst Millbrooke Elementary School's instructional staff members.

Each certified classroom teacher shall maintain a daily classroom schedule that demonstrates at least 80% of the instructional day shall be focused on the instructional core that includes English/Language Arts, Science, Mathematics, and Social Studies.

Non-instructional time for students (e.g., restroom breaks, and transitions) shall be kept to a minimum. Each certified classroom teacher is responsible for developing a classroom schedule; **based on the master schedule provided by administration.** The principal is responsible for ensuring that the schedules are implemented within the classroom.

Each certified resource special education teacher shall maintain a daily classroom collaboration schedule with pull-out services kept to a minimum and only where specified by a student's individual education plan (IEP). Leadership is responsible for determining schedules for all classified paraeducators. All paraeducators shall spend at least 90% of their workday on instructional duties (i.e., working with students).

The principal has the responsibility of assigning teachers and paraeducators to classes and schedules.

Evaluation: Annually, the principal shall report to the school council a summary of the use of staff time. This report can include, but is not limited to, time spent on core academics, the collaboration schedule, the guidance schedule and how it fits into the school improvement plan goals and the determination, based on needs, for the paraeducators' schedule.

Reviewed/ Revised November 13, 2024

First Reading November 13, 2024

Second Reading December 18, 2024