

First Reading: Unknown

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HOPKINSVILLE MIDDLE SCHOOL COUNCIL POLICY

District: Christian County

School: Hopkinsville Middle School

Council Policy Type	Policy Number:
<u> </u> By-Laws (Council operational policies)	
<u> X </u> Function (School Operational Policies)	

Policy Topic Description

**Assignment of Instructional and Non-instructional Staff Time
Statutory Authority –KRS 160.345(2)(i)2**

Policy Statement

This policy is intended to act as a guide to for determination assignment of instructional and non-instructional staff time under the above statute.

Instructional and Non-Instructional Staff Time Policy

The assignment of all instructional and non-instructional staff time shall be done by the principal with the approval of the council.

Instructional and Non-Instructional Staff Time Best Practice

Commitment-

Our schedule will provide at a minimum the legally required hours of instructional time or more, and students will be actively involved in learning throughout those instructional hours. The administration and the teachers will take steps to accomplish this commitment and minimize disruptions of instructional time.

Teacher Responsibility-

All teachers will ensure that:

1. Bell-to-bell learning is occurring.
2. An interactive word wall is utilized during instruction.
3. Students are provided with relevant and substantive learning activities.
4. Learning targets are posted and referenced during instruction.
5. When students are not in attendance to class they will be given the same class assignment or an alternative, substantive learning activity to undertake.

6. Media usage (relevant portions or clips only) will be used when they efficiently convey knowledge and skills included in the curriculum and are combined with other activities that require the students to process and apply the information these type of resources provide.

7. The use of substitute teachers is kept to a minimum and that when substitute teachers are necessary they are supplied with substantive learning activities to conduct, other necessary items to conduct class as normally as possible, and the name of at least one other nearby teachers for questions and support.

Principal Responsibility-

The principal or designee will:

1. Make sure that intercom interruptions from the office occur only at designated times and in emergencies.
2. Ensure that new staff members and substitute teachers are aware of the school's commitment to and the teachers' responsibility for minimizing disruptions to instructional time.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process

Date Adopted: 10/28/13

Reviewed: 11/28/2016

Reviewed: 01/28/19

Reviewed: 01/27/2020

Reviewed: 11/30/2021

Reviewed: 11/28/2022

Council Chairperson's Initials _____