Martin Luther King Jr. Elementary School

Assignment of all instructional & non-instructional staff time

KRS 160.345 (2) (i) 2

**Purpose:** The Assignment of Instructional and Non-Instructional Staff Time Policy for MLK, Jr. ensures the amount of instructional time (scheduled time in the regular school day devoted to teaching courses outlined in the programs of studies, planning/professional learning community time) for certified and classified instructional staff is equitable and provided maximum learning time for all students.

**Procedures:**

In determining staff time for certified and classified instructional staff, the school council shall establish specific timeframes for instructional and non-instructional duties based on priorities established in the school improvement plan. These time frames shall support agreed upon student achievement goals. All certified and classified instructional staff’s time during the school day shall be equitably distributed among MLK Jr. 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 focused on the instructional core of Reading/English Language Arts, Mathematics, Science and Social Studies.

Non-instructional time for students (e.g., restroom breaks, course transitions) shall be kept to a minimum. Each certified classroom teacher is responsible for developing a classroom schedule; the principal is responsible for ensuring that the schedules are implemented within the classrooms.

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).

The principal is responsible for determining schedules for all classified paraeducators. All paraeducators shall spend at least 80% of their work day on instructional duties (e.g., working with students).

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

**Supervision of Students:**

While on school property, students at Martin Luther King Jr. School will be under the supervision of a qualified adult who will hold them accountable for their conduct.

**Daily Supervision Plans:**

Prior to the opening of each school year, the principal (or designee) will have in place a plan of daily students supervision for the following areas:

* Cafeteria
* Restrooms
* Playgrounds
* Classroom
* Arrival and dismissal
* Loading and unloading zones

**Supervision of Events and Activities:**

The principal or designee will ensure that all school sponsored events and activities are supervised and chaperoned with a suitable number of qualified adults who will hold students to appropriate standards of conduct.

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Council Chair Signature

Reviewed 1-18-23

Revised 1-18-23