

First Reading: 9/17/20
Second Reading: 10/22/20
Reviewed: 7/28/21

CROFTON ELEMENTARY SCHOOL COUNCIL POLICY

District: Christian County

School: Crofton Elementary School

Council Policy Type	Policy Number
<input type="checkbox"/> By-Laws (Council operational policies)	2.05
<input checked="" type="checkbox"/> Function (School Operational Policies)	

Policy Topic Description

Assignment of Instructional and Non-Instructional Staff Time Policy

Statutory Authority –KRS 160.345(2)(i)2

Policy Statement

This policy is intended to act as a guide for maximizing instructional time for students at Crofton Elementary School.

Purpose:

The Staff Time Policy for Crofton Elementary School ensures that the amount of instructional time (scheduled time in the regular school day devoted to teaching courses outlined in the program of studies, planning/professional learning community time) and non-instructional time (e.g., recess, lunch, supervision duties) for 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 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 Crofton 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.

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, the percent of time spent on core academics, the collaboration schedule, the guidance schedule and how it fits into the school improvement plan goals and determination, based on needs, for paraeducators' schedule. The principal shall not during these reviews refer to teachers by name.