

# **BOONE COUNTY HIGH SCHOOL INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY**

## **CRITERIA FOR ASSIGNMENT**

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The principal will assign staff members' time in a manner that will:

1. Take into account specific student needs, including both developmental and academic, based on student data and student interests.
2. Facilitate the implementation of our Improvement Plan and our Student Assignment Policy.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics and assign highly-effective staff in a fair and equitable manner based on student and school needs, assessment data, and local and state requirements.
4. Take into account staff members' requests to vary their work.
5. Put a priority on manageable class loads for all teachers, including program review area teachers.
6. Include formal and informal assignment processes that support and assist all new personnel and provide mentoring for new instructional personnel.
7. Meet certification requirements and the parameters of district job classifications.

## **ASSIGNMENTS BASED ON CRITERIA**

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To complete assignments, the principal will:

1. In March, through the appropriate departmental team leader, invite all returning staff members to indicate their preference for continuing or changing assignments the next year, including classroom assignments, extra-duty assignments, and other responsibilities.
2. In April, present team leaders with departmental course and section assignments seeking input regarding instructional staff assignments for that academic department. Before the end of the month, meet with any individual staff members whose requests may be difficult to grant to discuss reasons for the staff member's interest, factors making it difficult to grant the requests, and possible solutions.
3. In May, assign staff members based on the criteria in the first section of this policy. Notify all staff members of their assignments.
4. In August, notify the council of how all staff members have been assigned.

## **ALTERING ASSIGNMENTS**

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After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal will consult with the affected teacher that a change is needed.
3. When the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

## **SUPERVISION OF STUDENTS**

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While on school property, students at (Name of School) will be under the supervision of a qualified adult who will hold them accountable for their conduct.

### **A. DAILY SUPERVISION PLANS**

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

- Cafeteria
- Restrooms
- Locker areas
- Halls and stairwells
- Before and after school areas inside and outside of the building
- Bus loading and unloading zones
- Classrooms
- Library and gymnasium

### **B. 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.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_