

EDYTHE J. HAYES MIDDLE SCHOOL

FIRST READING: JUNE 21, 2005

SECOND READING: JUNE 21, 2005

APPROVED ON: JUNE 21, 2005

REVIEWED ON: APRIL 22, 2014

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REVIEWED ON: APRIL 28, 2020

REVIEWED ON: APRIL 27, 2021

REVIEWED ON: MAY 24, 2022

REVIEWED ON: APRIL 26, 2023

STAFF TIME ASSIGNMENT

REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)

(2)(i) 2 Assignment of all instructional and non-instructional staff time.

POLICY

The staff time assignment plan for instructional purposes shall use the following criteria whenever possible:

- Age appropriateness of students
- Curriculum, instruction and assessment needs (time allocation)
- Mandate of a specific program
- Social needs of students
- Physical needs of students
- Flexibility in administration of plan (movement, etc.)
- Consideration for non-instructional needs (lunch, recess, homeroom)
- Overall school needs

The reassignment of existing staff to a vacant position is at the discretion of the principal.

The assignment of staff to non-instructional time shall be made by the principal. The following criteria shall be used in making assignments for non-instructional purposes:

- all staff share in the responsibilities
- consideration be given to emergency issues
- optimum student care
- flexibility to allow for staff teaming

The principal shall make all necessary adjustments.