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| **6. Staff Time Assignment** |

**School District: Leslie County School: Leslie County High**

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|  |  | **Operational Procedure** |  |
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|  |  | **Function** |  |
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| **Topics** | **Statement** |
|  | **6. Staff time assignment:**  *Note: In school districts with teacher contracts, requests for transfers will comply with any employer-employee bargained contract which is in effect. (KRS 160.345).*  By June of each year, the principal shall prepare an instructional and non-instructional staff time assignment plan for the following school year, and shall present the plan to the school council for approval. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council for approval by July. Discussion of the plan shall include school wide priorities and concerns only and will not include discussion of individual staff persons. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement. |
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**Adopted: May 19, 2011 Signature**

**Chairperson**

**Amended**