

Lebanon Elementary School  
Assignment of All Instructional and Non-Instructional Staff Time Policy



**Based on different needs of student groups within the school, staff requests, and the staffing allotments, the principal will make staff assignment decisions.**

**Criteria for Assignment**

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

1. Take into account specific student needs and interests, including both developmental and academic.
2. Fully support implementation of the LES School Improvement Plan and the LES Student Assignment Policy.
3. Take into account teachers' strengths and knowledge of specific content.
4. Fair and equitable based on student needs, school needs, assessment data, and state and local requirements.
5. Consider staff requests.

**Assignment Timelines**

To complete assignments, the principal will:

1. March to May - invite all returning staff to indicate their preference for continuing or changing assignments for the next year, including classroom, extra-duty, and other responsibilities.
2. April to May - meet with individual staff whose requests may not be granted to discuss reasoning, factors, and possible solutions.
3. May to July - tentatively make staff assignments based on the above criteria. If changes to assignments need to be made, staff members will be notified.
4. June to July - notify the SBDM of how all staff members have been assigned.

**Altering Assignments**

When making assignments, the principal may alter the assignment:

1. Due to unanticipated enrollment or staffing changes.

2. Due to mutual agreement from the principal and teacher.
3. Due to council changes in policies, school planning, or allotments. These changes must be documented in the council minutes.

### **Supervision of Students**

While on school property, students from Lebanon Elementary School will be under the supervision of a qualified adult. Supervision schedules will be the responsibility of the principal (or designee).

1. Daily Supervision Schedule Plans

Prior to the opening day of school, the principal (or designee) will determine a daily supervision schedule for the staff on the following areas:

- a. Master Schedule
  - b. Classroom Schedule
  - c. Cafeteria Schedule (Breakfast and Lunch)
  - d. Restroom Schedule
  - e. Playground Schedule
  - f. Before and after school areas
  - g. Bus loading and unloading zones (Bus Duty)
  - h. Parent drop off and pick up zones
2. Supervision of Events and Activities
- The principal (or designee) will ensure all school-sponsored events and activities are supervised and chaperoned with a suitable number of qualified adults.

**Policy Evaluation**

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

Date Adopted: February 19, 2019

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

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