

**SCHOOL BASED DECISION MAKING
Policy Format**

School: DuPont Manual High School
Subject of Policy: Staff Time Assignment

Policy Statement:

The principal shall complete the assignment of all instructional and non-instructional staff-time. Achievement of the goals as established by the SBDM Council for student achievement shall be the basis for assignment of staff time. Staff assignments will follow the Jefferson County Board of Education Policies and all negotiated contracts. All staff members will be notified in writing of intended assignments by July 1 of each year. Intended assignments may be modified as needed due to student enrollment needs.

Date of First Reading: _____

Date of Second Reading: _____ 5/26/04 _____

Date Adopted: _____ Revised 11/ 4/ 2014 _____

Signature: _____
(SBDM Council Chairperson)