

**Squires Elementary School
Lexington, Kentucky**

Policy Number: 2.1

Policy Area: Assignment of Staff Time/School Schedule

Rationale: To maximize educational opportunities for all students it is beneficial to have a single person overseeing the assignment of staff time and daily schedule.

Summary of Policy: At the beginning of each year the principal will construct a schedule of all special areas classes, lunch, and recess. Also, a schedule of extra duties, such as bus room duty, afternoon bus duty and car rider dismissal will be constructed by the principal or designee. In the event that an emergency arises due to no substitute being available, the principal or principal designee, shall arrange for supervision and instruction of the impacted students.

Revised: 10/6/08