

Storey County School District
Policy Manual

Adopted: 22 January 1992

Revised: 10-23-02

Section: (C) General School Administration

Previous Policy Number: CI

Title: Temporary Administrative Arrangements

Presented as below to School Board for Review on 10-24-01, 11-14-01

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the event that the regularly assigned administrator cannot be in the building, the following procedure will be followed:

1. The administrator will inform the building secretary of the absence, the approximate length of the absence and where he/she can be reached.
2. The administrator will assign responsibility to the assistant principal or lead teacher if these positions are filled in that building.
3. If no assistant principal or lead teacher is present the administrator shall contact another district administrator and inform him/her of the absence and seek to provide administrative coverage in his/her absence. The administrator planning to be absent shall inform the secretary of the name and location of the administrator assuming coverage.
4. The administrator who will be absent shall also notify the district office of his/her absence and the arrangements made to insure coverage.

In the event of the need for an administrative decision or presence, the administrator is to be contacted by phone, whenever reasonable, regarding administrative action(s). Should the administrator not be available and/or the situation requires immediate action, the assistant principal, lead teacher (if applicable) or administrator assuming coverage shall be alerted and shall assume the responsibility as rapidly as possible and physically present him/herself as the situation demands.

In the event that all district administrators are scheduled to be out of the district, individual administrators may ask a member of their licensed staff to serve in an advisory capacity during the absence. Administrators will seek to first ask a member of their staff who holds an administrative license. The staff member's responsibility will be limited to providing advice, serve as a contact person and coordinator of needed services.