

Title: EMERGENCY COVERAGE DURING PERIODS
WHEN NO ADMINISTRATORS ARE PRESENT

Policy: HE

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

Purpose:

1. To provide for a stable teaching and learning environment that is free from unusual disruption when the Superintendent, Principal, and Special Education Director are not physically present at the Block Island School;
2. To provide a mechanism for faculty support to deal with out-of-the-ordinary disciplinary matters which may require third party intervention at the time of the occurrence;
3. To provide for the coverage of the administrative role(s) that should be in place at all times.

Coverage Plan:

A designated member of the Principal's Advisory Committee (PAC), according to the appropriate grade level configuration, will be the emergency contact person in the event that the Superintendent, Principal, and Special Education Director are out of the building at the same time. The designated member of PAC in need of immediate classroom coverage will contact the Superintendent's Administrative Assistant who will arrange for immediate coverage for that teacher.

Duties:

The designated member of PAC shall:

- assume those duties of the Principal which require urgent and immediate attention;
- intervene in disciplinary matters that may require third party intervention in order to diffuse volatile, or potentially volatile, situations;
- notify or meet with parents only in cases where spontaneous and/or immediate consultation are appropriate;
- enforce the student code and school policies as needed, and serve as the chief certified decision maker on matters relative to student supervision.
- report by phone to Superintendent and/or Principal regarding any incident which might prompt his/her immediate return to Block Island.

Adopted: 3/1/1994; Revised 3/16/2009

New Shoreham School District, Block Island School