



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

ADMINISTRATIVE COVERAGE OF SCHOOL BUILDINGS | 3001.1

All buildings must provide appropriate administrative coverage at all times during student hours. When a building has an assistant principal, schedules will need to be arranged to ensure that one of the administrators is on site at all times.

In situations where no administrator is available, the following procedures will be followed:

1. Whenever the administrative team is out of the building for one day or less, the principal will designate a teacher as the teacher on call. Immediate supervisors should be aware when principals are not in the buildings.
2. If a building will not have coverage for more than one day, the following procedures will be followed:
 - a. Following notification from the principal, the appropriate Director of Schools will assign an administrator to provide coverage. The Director will maintain records for the rotation of coverage.
 - b. The Director will notify the immediate supervisor of the administrator who will be providing coverage. This notification should not be construed as requesting permission of the immediate supervisor.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.