

In any organization, it is important that the responsibility for decision making be clearly delineated. This is particularly true if the District Administrator, for any reason, is unavailable. In such a case, there should be a clear line of administrative succession that designates both responsibility and authority.

The District Administrator shall make his/her whereabouts known to the office staff during the school day. If the District Administrator leaves the District, he/she shall communicate his/her itinerary to the office staff who, in turn, shall inform others who want or need to know.

In case of an emergency, every effort will be made to notify the District Administrator of the situation. If the District Administrator is unable to be reached, the responsibility and the authority to act for the District shall fall as follows:

School Emergencies

1. If the District Administrator, is unable to be reached, the responsibility and authority to act for the school shall fall to the Principal/Director of Pupil Services.
2. For matters involving student discipline, the Dean of Students will coordinate actions with the Principal/Director of Pupil Services.

District Emergencies

1. If the District Administrator is unable to be reached, the Principal/Director of Pupil Services will be responsible for decisions of a district-wide nature such as closing school due to inclement weather.