

STAFF COVERAGE AND SUPERVISION OF STUDENTS – ACADEMIC DAY

The purpose of this procedure is to insure program and instructional consistency for all students to the greatest extent possible.

- Teachers are not to leave their classroom students unsupervised at any time during the scheduled day.
- It is understood that staff may be absent for required meetings, illness, outreach, and other approved activities.
- Substitute coverage will be sought for all classroom teachers who are out for one-half day or more except:
 - Teachers, who give only one-to-one instruction, i.e. sign language and speech.
 - When the absent staff member indicates coverage will be provided by other members of the instructional team.
 - If a substitute cannot be hired, the same procedure as for absences of less than one-half day will be followed.
- For absences of less than one-half day, the following priorities will be used for classroom coverage recognizing variances in needs of different programs and classrooms.
 - Aide coverage paired with a certificated staff member.
 - Certificated staff with no students during the period(s) in question.
 - Assistant Superintendent, Principal and/or psychologist.
 - Certificated staff who may need to cancel a single student.
 - Assign affected students to study hall in the library.
- Staff who will miss classes due to a field trip of less than one-half day is responsible for coverage of regularly assigned classes.
- It is the intent of this procedure to maintain the integrity of student programs at all times.
- Students shall remain in the following specified study areas under the direct supervision of school staff when engaged in independent studying or directed tutoring:
 - Pertinent classrooms
 - Library, when available
 - The office areas of the various educational departments, within direct line of sight of a staff member.

Adoption Date: 12/09/04