

Regulation 270-2
GENERAL SCHOOL ADMINISTRATION
July 1, 1990

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Designation of Person to be Temporarily in Charge of School

1. When temporarily absent from school the principal shall designate an assistant principal or other professional staff person in charge for the duration of his/her absence and shall notify the appropriate Area Associate Superintendent of his/her absence.
2. When absent from school one day or less the principal may designate the individual in charge by verbal direction. The entire school staff should be made aware of the individual who will assume responsibility for the school in the absence of the principal.
3. A written statement indicating the professional staff person in charge shall be on file in the office of the appropriate area associate superintendent to cover those times when the principal, because of illness or other emergencies, cannot designate the person in charge.
4. When the principal's absence from school exceeds one day the designation of the individual in charge will be accomplished with written instructions.
5. In all instances when the principal is absent from school a proper leave form shall be completed as required.
6. In buildings staffed by a principal and an assistant principal every precaution should be taken to avoid having both administrators out of the building at the same time.

The appropriate Area Associate Superintendent will be responsible for the implementation and monitoring of this regulation.