GENERAL SCHOOL ADMINISTRATION

Designation of Person to be Temporarily in Charge of School

1. When a principal anticipates being temporarily absent from school, he/she shall notify the appropriate Level Associate Superintendent of his/her absence.

2. The principal shall designate an assistant principal or approved administrative intern to be in charge of the school during his/her absence.

3. Administrative interns during their first year of service may not be designated in charge of a school building unless approved by the Deputy Superintendent.

4. In buildings staffed by a principal and one assistant principal or administrative intern, every precaution should be taken to avoid having both administrators out of the building at the same time.

5. In instances where both administrators must be out of the building at the same time, the principal will work with the Level Associate Superintendent’s office to identify a Retired Opportunity Program (ROP) administrator or an administrator from another building will be contacted for coverage.

6. In all instances when the principal is absent from school, a proper leave form shall be completed as required.

The appropriate Level Associate Superintendent is responsible for implementing and monitoring this regulation.

The appropriate Level Associate Superintendent is responsible for reviewing this regulation in 2019.