



Book	Policy Manual
Section	1000 Administration
Title	TEMPORARY ADMINISTRATIVE ARRANGEMENTS
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1100.01 - **TEMPORARY ADMINISTRATIVE ARRANGEMENTS**

1.0 Policy Authorizing the High School Principal or Other Board-approved Administrator to Serve as Acting Superintendent Whenever the Superintendent is Absent:

The District employs an Assistant Superintendent not only to perform certain administrative duties but also to perform the duties of the Superintendent whenever s/he is absent. It is the policy of this Board of Education to grant to the Assistant Superintendent the full authority to act as Superintendent whenever the Superintendent is absent from the District for any reason. Depending on the circumstances, reasonable efforts to contact the Superintendent may be appropriate, but it is the intent of this policy to grant to the Assistant Superintendent the complete authority to act as, and on the behalf of, the Superintendent in all matters whenever the Superintendent is absent from the District. If the Board chooses not to employ an assistant superintendent, the Superintendent in his/her absence will appoint the high school principal or other Board-approved administrators to serve as Acting Superintendent.

2.0 The Assistant Principal to Serve as Acting Principal Whenever the Building Principal is Absent from the Building:

It is recognized that the principal cannot be present at all times that curricular and extra-curricular activities are taking place in his/her building. The District employs assistant principals not only to perform certain administrative duties, i.e., suspend students, but also to perform the duties of the principal whenever s/he is absent. It is the policy of this Board to grant to the assistant principals in each building the full authority to act as building principal whenever the principal is absent from the District for any reason. Depending on the circumstances, reasonable efforts to contact the principal may be appropriate, but it is the intent of this policy to grant to the assistant principals the complete authority to act as, and on the behalf of, the principal in all matters whenever the principal is absent from the District.

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