

**SUPERINTENDENT'S REGULATION 5-8.5 (C)****GENERAL DUTIES**

The following general regulations shall be observed by all principals employed in the Poquoson City Public Schools:

1. Principals shall report for duty in their respective school buildings by the time of arrival of the first school bus and not later than 8:00 a.m. during regular school days. They are to remain until such time as the day's work is completed and the last school bus has departed, but not earlier than 4:00 p.m.
2. Any principal prevented by illness or other causes from performing his/her duties shall immediately notify the division superintendent or his/her designee.
3. The principal shall not be required to work on Saturdays, except as duties and responsibilities may require.
4. Each principal shall designate one person, normally an assistant principal, who is employed in his school to act on his behalf when he, through illness or for business reasons, must absent himself from the school.
5. Each principal shall establish such special rules and regulations, not conflicting with those of the School Board, Virginia Board of Education, or applicable law, as may be necessary for the effective operation of the school.
6. Each principal shall see that the administration of his/her school conforms to the policies and regulations of the School Board and the Virginia Board of Education and Virginia school laws.
7. Each principal shall attend all meetings as requested by the division superintendent.