

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 2260**  
Adopted: November 13, 2001  
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**ADMINISTRATION**

**Temporary Administrative Arrangements**

- I. When an on-site administrator is away from the building during the working day, the site secretary and superintendent's secretary shall be informed where he/she can be reached in the event of an emergency.
- II. When an on-site administrator is away from the site and within the District, he/she shall be available to the school by phone contact and can return immediately if necessary.
- III. When an on-site administrator is away from the site and outside the District, he/she shall arrange with another administrator for that person to be available and on call in the case of an emergency.
- IV. Therefore, at the beginning of each year, the site Principal shall designate a Teacher in-Charge (TIC), with their consent, to be "in charge" during the Principal and Assistant Principals' absence from the site. Another administrator will be designated to be called if all site administrators are unavailable.
- V. The name of the designee shall be made known to the entire school staff and is to be on file with the Superintendent.
- VI. Generally, the Teacher-in-Charge will:
  - A. Be familiar with emergency drills and regulations and take reasonable and prudent actions for the safety and welfare of all personnel and children.
  - B. Interpret school rules and regulations if the situation dictates that it be done before the return of the Principal.
  - C. Confer with children in need of attention if the situation dictates that it be done before the return of the Principal.
  - D. Give guidance and direction to the school secretary if the situation dictates it be done before the return of the Principal.
  - E. Assist in the maintenance of order and good discipline.

- F. Know who to contact for further information and direction.
  - G. In certain circumstances, the Teacher-in-Charge may be requested to perform other routine tasks not enumerated above.
- VII. In the event the Principal will be absent for more than one day, either the Principal or the Teacher-in-Charge may request a substitute teacher to take his/her class for the duration of the Principal's absence.