

ABSENCES OF PRINCIPAL, DIRECTOR OR ADMINISTRATOR

1. **Principal** - When the principal of one of the elementary schools is to be absent, an administrator whose regular assignment carries an alternative responsibility will automatically assume the role of acting principal, pursuant to guidelines promulgated annually by the superintendent of schools or the school superintendent's designee.

The assistant principal will become the acting principal in the middle and high schools.

Whenever the principal is to be absent or to be away from the school district, the principal will so advise the acting principal and will direct the acting principal to assume all responsibilities and to make all official decisions which are required during the principal's absence. This notification will generally come some time in advance but may come on the day of absence in the cases of sudden illness or unexpected event. If the principal is absent, the acting principal will physically move into the school for the duration of the principal's absence. If the principal's absence is to be for less than half a day, the acting principal may or may not choose to physically move into the school. The acting principal may instead choose to remain at the acting principal's regular work station and to simply be available to give telephone instructions. If the principal's absence requires them to be out of district, then the acting principal must be available onsite, unless otherwise authorized by the Superintendent or the Superintendent's designee.

All principals are required to enter their absences in Frontline Absence Management in either full or half day increments. Administrators are asked to enter their absences with as much lead time as possible in order to arrange coverage. The Office of Instructional Services will assume the responsibility of arranging coverage using a rotating schedule and notifying other district offices of the principal's absence as needed.

In district school business does not require administrative coverage unless otherwise directed by the Superintendent or Superintendent's designee.

2. **Director** -

No substitutes will be provided for directors during absences. However, directors may wish to assign departmental staff members or lead teachers some special responsibilities during the director's absence to assure that the department continues to function in a smooth and efficient manner.

Absences of Principal, Director or Administrator (Continued)

All Directors are required to enter their absences in Frontline Absence management in either full or half-day increments. Directors are asked to enter their absences with as much lead time as possible. Directors must notify their respective supervisor of their absence via email in addition to entering the absence in Frontline Absence Management.

3. **District Administrators** - (Superintendent of Schools, Assistant Superintendent for Human Resources, Assistant Superintendent for Instruction, Assistant Superintendent for Pupil Personnel Services, School Business Administrator, Assistant to the Superintendent, Facilities Administrator, Administrator of Technology, Food Services Supervisor, , Transportation Supervisor and Security Director). The absence of a district administrator will be reported through Frontline Absence Management and an email notification must be sent to the respective supervisor to communicate the information as necessary.

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